



<p>Team Name: Health Information Services</p> <p>Team Lead: Regional Manager Health Information Services</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1411.PL.302</p> <p>Program Area: Health Information Services</p> <p>Policy Section: Health Information</p>
<p>Issue Date: January 10, 2017</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Privacy Requirements for Electronic Information Systems Databases</p>

POLICY SUBJECT:

Privacy Requirements for Electronic Information Systems/Databases.

PURPOSE:

To ensure that prior to implementation of a provincial system, the individual deemed responsible for the project/new electronic information system/database which contains personal/personal health information will contact the Regional Privacy & Access Officer to discuss privacy requirements.

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) – Treatment of Clients.

POLICY:

1. Prior to the purchase or design of a new electronic information system/database or of modification(s) planned to a current electronic information system which contains personal/personal health information, the individual deemed responsible for the project/new electronic information system/database will contact the Regional Privacy & Access Officer to discuss privacy requirements.
2. Modification(s) may include but are not limited to the following:
 - Implementation of new or upgraded software;
 - Expansion or changes to the data collected, used or disclosed;
 - Converting from a conventional service delivery mode to an electronic service delivery mode;
 - Changes to current security mechanisms used to manage and control access to personal/personal health information.
3. Southern Health-Santé Sud will conduct a Privacy Impact Assessment (PIA) to provide a detailed analysis of the compliance status of its electronic information systems/databases in relation to the provisions of The Personal Health Information Act and/or The Freedom of Information and Protection of Privacy Act.
4. Southern Health-Santé Sud will ensure all applicable privacy agreements are in place i.e. Information Manager Agreements (IMA), Data Sharing Agreements, Confidentiality Agreements, etc.

DEFINITIONS:

[ORG.1411.PL.502.SD.01](#) PHIA DEFINITIONS