

## Privacy Policy

As a Health Information Custodian (HIC) under Ontario's Personal Health Information Privacy Act (2004), the staff members in this organization are bound by law and ethics to safeguard your privacy and the confidentiality of your personal information.

It is not the practice of the Metcalfe Massage Therapy Clinic to buy, sell or trade private information.

### Our responsibilities include:

- Collect only the information that may be necessary for your care
- Keep accurate and up-to-date records
- Safeguard the medical records in our possession
- Only when it is deemed necessary for your treatment , and with further written permission, will we contact other health care providers outside the clinic
- Information may be shared with another health care provider (including any member of a regulated health profession under the Regulated Health Practitioners Act) and organizations on a "need to know" basis only where required for your care (emergencies, serious safety issues, other RMTs in the clinic)
- Disclose information to third parties only with your express consent, or when necessary for legal reasons
- Retain and destroy records in accordance with the law

Your request for care implies consent for our collection, use and disclosure of your personal health information for purposes related to your care. As noted above, other purposes require your express consent.

### Your rights include:

- Understand the purposes for the collection, use and disclosure of your personal health information
- Refuse or give consent to the collection, use, or disclosure of your personal health information, except where required by law
- Withdraw or change your consent
- Access to view your records
- Request amendments to your records
- Obtain copies of your records (please request the fees for this service).
- Complain to the Office of the Information and Privacy Commissioner (OIPC) about a custodian's refusal to give you access to all or part of a health record
- Make a complaint to the Information and Privacy Commissioner about any breach of your privacy

If you have any concerns about the accuracy of your records, if you would like to discuss our privacy policy in more detail, or have specific questions or complaints about how your information is handled, please contact your treating Massage Therapist. They can be reached on-site, or by telephone at (613) 235-2377.

I am in agreement with the above policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_