



KNOLLCREST LODGE	POLICY & PROCEDURE	
Department: Human Resources	Category: Personal Health Information Protection	Approval: Administrator
Subject: PRIVACY POLICY INFORMATION FOR RESIDENTS		
Effective Date: September 30, 2019	Revision Date(s): July 2, 2025	Page: 1 of 4

POLICY:

It is the policy of Knollcrest Lodge to ensure the appropriate collection, use and disclosure of resident's personal health information (PHI) is maintained and fundamental to our day-to-day operations and to resident care.

PURPOSE:

The purpose of this policy is to provide guidelines to the commitment to privacy and demonstrate the ways we ensure that resident privacy is protected. This Privacy Policy applies to the PHI of all our residents that is in our possession and control.

Protecting the privacy and the confidentiality of resident personal information is important to the physicians and staff at Knollcrest Lodge.

We strive to provide our residents with excellent medical care and service. Every member of Knollcrest Lodge must abide by our commitment to privacy in the handling of personal information.

DEFINITIONS:

Personal Health Information (PHI): identifying information about an individual relating to their physical or mental health (including medical history), the providing of health care to the individual, payments or eligibility for health care, organ and tissue donation and health number.

PROCEDURE:

The 10 Principles of Privacy

Our Privacy Policy reflects our compliance with fair information practices, applicable laws and standards.

1. Accountability

We take our commitment to securing patient privacy very seriously. Each physician and employee associated with Knollcrest Lodge is responsible for the personal information under their control. Our employees are informed about the importance of privacy and receive information periodically to update them about our Privacy Policy and related issues.

2. Identifying Purposes: Why We Collect Information

We ask you for information to establish a relationship and serve your medical needs. We obtain most of our information about residents directly from them, or from other health practitioners whom you have seen and authorized to disclose to us. You are entitled to know

how we use your information. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes. We will obtain your consent if we wish to use your information for any other purpose.

3. Consent

You have the right to determine how your PHI is used and disclosed. For most health care purposes, your consent is implied as a result of your consent to treatment, however, in all other circumstances express consent must be written.

Your written Consent will be forwarded to the Privacy Officer who will document the request in resident's medical records and notify appropriate Health care providers and their supporting staff.

Residents who have withdrawn consent to disclose PHI must sign and date the **Consent to Withdrawal Form**. It is understood that the consent directive does not apply to the PHI which the resident has already provided, and only to PHI which the resident might provide in the future. PHIPA permits certain collections, uses, and disclosures of the PHI, despite the consent directive; healthcare providers may override the consent directive in certain circumstances, such as emergencies; and the consent directive may result in delays in receiving health care, reduced quality of care due to healthcare provider's lacking complete information about the resident, and healthcare provider's refusal to offer non-emergency care. Your written Consent to Withdrawal Form will be forwarded to the Privacy Officer who will document the request in resident's medical records and notify appropriate Health care providers and their supporting staff.

4. Limiting Collection

We collect information by fair and lawful means and collect only that information which may be necessary for purposes related to the provision of your medical care.

5. Limiting Use, Disclosure and Retention

The information we request from you is used for the purposes defined. We will seek your consent before using the information for purposes beyond the scope of the posted Privacy Statement.

Under no circumstances do we sell resident lists or other personal information to third parties. There are some types of disclosure of your PHI that may occur as a part of Knollcrest Lodge fulfilling its routine obligations and/or home management. This includes consultants and suppliers to the Home, on the understanding that they abide by our Privacy Policy, and only to the extent necessary to allow them to provide business services or support to Knollcrest Lodge.

We will retain your information only for the time it is required for the purposes we describe and once your personal information is no longer required, it will be destroyed. However, due to our on-going exposure to potential claims, some information is kept for a longer period.

6. Accuracy

We endeavor to ensure that all decisions involving your personal information are based upon accurate and timely information. While we will do our best to base our decisions on accurate information, we rely on you to disclose all material information and to inform us of any relevant changes.

7. Safeguards: Protecting Your Information

We protect your information with appropriate safeguards and security measures. Knollcrest Lodge maintains personal information in a combination of paper and electronic files. Recent paper records concerning individuals' personal information are stored in files kept onsite at our home. Older records may be stored securely offsite.

Access to personal information will be authorized only for the physicians and employees associated with Knollcrest Lodge, and other agents who require access in the performance of their duties, and to those otherwise authorized by law.

We provide information to health care providers acting on your behalf, on the understanding that they are also bound by law and ethics to safeguard your privacy. Other organizations and agents must agree to abide by our Privacy Policy and may be asked to sign contracts to that effect. We will give them only the information necessary to perform the services for which they are engaged, and will require that they not store, use or disclose the information for purposes other than to carry out those services.

Our computer systems are password-secured and constructed in such a way that only authorized individuals can access secure systems and databases.

If you send us an e-mail message that includes personal information, such as your name included in the "address", we will use that information to respond to your inquiry. Please remember that e-mail is not necessarily secure against interception. If your communication is very sensitive, you should not send it electronically unless the e-mail is encrypted or your browser indicates that the access is secure.

8. Openness: Keeping You Informed

The Practice has prepared this plain-language Privacy Policy to keep you informed.

If you have any additional questions or concerns about privacy, we invite you to contact us by phone and we will address your concerns to the best of our ability.

9. Access and Correction

With limited exceptions, we will give you access to the information we retain about you within a reasonable time, upon presentation of a written request and satisfactory identification.

If you find errors of fact in your PHI, please notify us as soon as possible and we will make the appropriate corrections. We are not required to correct information relating to clinical observations or opinions made in good faith. You have a right to append a short statement of disagreement to your record if we refuse to make a requested change.

If we deny your request for access to your personal information, we will advise you in writing of the reason for the refusal and you may then challenge our decision.

10. Challenging Compliance

We encourage you to contact us with any questions or concerns you might have about your privacy or our Privacy Policy. We will investigate and respond to your concerns about any aspect of our handling of your information.

In most cases, an issue is resolved simply by telling us about it and discussing it. You can reach us at:

CEO at Knollcrest Lodge
50 William Street
Milverton, Ontario
N0K 1M0
(519) 595-8121 ext. 102

If, after contacting us, you feel that your concerns have not been addressed to your satisfaction, you have the right to complain to the Information and Privacy Commissioner/Ontario. The Commissioner can be reached at:

2 Bloor Street East, Suite 1400
Toronto, Ontario M4W 1A8
Toronto Area: 416-326-3333
Long Distance: 1-800-387-0073
TDD/TTY: 416-325-7539