

<p>SECTION: Board</p> <p>DEPARTMENT Board</p>	<p>EFFECTIVE DATE: February 1995</p> <p>DATE LAST REVISED: February 2020</p>	<p>Approved by:</p> <p><i>May M Lowe</i></p> <hr/> <p>Board Chair</p>
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POLICY STATEMENT:

Kerry's Place Autism Services (Kerry's Place) respects the privacy of information and will ensure that the privacy of supported persons and their families, employees, volunteers and students, other agencies, and the organization's operations are protected against unauthorized disclosure of information/records by employees or other persons associated with the organization. Kerry's Place requires all employees, board members, volunteers, and persons likely to be exposed to confidential information through contractual relations to sign an "Oath of Confidentiality" form prior to engaging in any activity which could involve access to confidential or sensitive information.

Purpose:

To outline what information is considered confidential, the procedures for protecting confidential information and how the policy must be enforced.

Scope:

Applicable to all employees, Board Members, volunteers, Host Family Providers and consultants of Kerry's Place and persons likely to be exposed to confidential information through contractual relations.

Definitions:

- "Personal/sensitive information" is any identifiable information about a person.
- "Breach of Privacy and Confidentiality" includes but is not limited to:
 - Sharing sensitive information about supported persons and/or their families with people within or outside Kerry's Place who have no right to this information.
 - Sharing sensitive information about employees and/or their families with people within or outside Kerry's Place who have no right to this information.
 - Sharing information about the organization with another employee who does not have the right to such information.
 - Sharing sensitive information about supported persons, their families, and/or the organization within the hearing or sight of any person who does not have the right to such information.
 - Providing public access to any information, on or off the premises, considered by Kerry's Place to be confidential.
 - Providing grounds for breach of confidentiality by the improper and/or careless collection, use, management, retention, security, or disclosure of personal information of supported persons and employees records or any other Kerry's Place records.

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Roles and Responsibilities:

Employee/Board Member/Volunteer/Consultant/Host Family:

- Uphold all confidential information in trust and strict confidence.
- Shall not use confidential information for any other purpose or disclose to any third party.
- Keep confidential information in a physically and electronically secure location.
- Protect confidential information from being removed from Kerry's Place property to prevent unauthorized use, reproduction or disclosure.
- Comply with the policy, procedures and applicable privacy laws.
- Upon conclusion of relationship, return all confidential information to the responsible manager/director.
- Employees and volunteers must annually agree to and electronically acknowledge the policy and understand this survives the termination of relationship with Kerry's Place.
- Understand a breach of confidentiality may result in immediate termination of contractual or other arrangements and may include legal action.

Manager:

- Enforce the policy, procedure and applicable privacy laws.
- Implement disciplinary action for any breach of confidentiality or misuse of information.
- Review confidentiality at team meetings as required.

Communication:

Managers will communicate this information prior to engaging in any activity which could involve access to confidential or sensitive information.

Standard/Procedure:

Breach or Misuse of Confidential Information:

- Immediately report any possible breach to your manager and human resources representative.
- Identify what information was disclosed and contain the breach where possible.
- Notify the Kerry's Place Privacy Officer (Chief Financial Officer). The Privacy Officer will assess the level of risk and advise what actions need to be taken.

Evaluation:

This policy will be reviewed every three years by the Board of Directors in collaboration with the Executive Management team.

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Related Documents, Forms and Tools:

- Oath of Confidentiality form
- The Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008
- Personal Information Protection and Electronic Documents Act
- Child, Youth and Family Services Act
- Other relevant Privacy legislation