

Policy Manual

Subject: Use of Health Information

Section: ADM – Legal Issues

Number: ADM-c-110

Approved: Chief Executive Officer

Date: 004.05.15

DEFINITIONS

Client: includes resident, participant, patient

Substitute decision maker: includes agent, guardian or spokesperson
Ref CapitalCare policies ADM-b-10, ADM-b-20

POLICY

CapitalCare will use health information in accordance with the following procedure:

PROCEDURE:

1. **Prior to using health information about clients or health service providers:**
 - 1.1. Staff shall determine if the purpose can be achieved with aggregate or anonymous health information.
 - 1.2. Staff shall take reasonable measures to ensure the information is accurate and complete.
 - 1.3. If individually identifying health information is required, staff shall determine:
 - a. that the purpose(s) of the use are authorized under the directive, and
 - b. the least amount of health information to be used that is needed for the purpose(s).

2. When using health information about clients or health service providers:

2.1. Staff shall ensure that the health information is:

- a. only shared with other staff, when required for their duties and responsibilities, and
- b. protected by appropriate security systems and procedures to avoid unauthorized access, use, modification or disclosure.

3. Use for research purposes:

3.1. Prior to using individually identifying health information for research, the Research Unit of CapitalCare shall:

- a. Submit a proposal to a designated ethics committee, (See below)
- b. Comply with or undertake to comply with any conditions imposed by the ethics committee, and
- c. Obtain consents from the individuals who are the subjects of the health information to be used in the research (or their substitute decision maker) when the ethics committee recommends that such consent be obtained.

3.2. If the research involves combining health information in CapitalCare's custody or control with information from another custodian or a non-custodian, a privacy impact assessment must be conducted prior to the data matching.

Designated Ethics Committees

- Alberta Cancer Board Research Ethics Committee
- College of Physicians and Surgeons Research Ethics Review Committee
- Alberta Heritage Foundation for Medical Research Community Health Ethics Research Review Committee
- University of Alberta Health Research Ethics Board
- University of Calgary Conjoint Health Research Ethics Board
- University of Lethbridge Human Subject Research Committee