

PRIVACY STATEMENT

The regulated health professionals at the Upper Canada District School Board, are committed to collecting, using and disclosing personal and health information in a responsible manner. We want you to understand what we do with the information we obtain. Employees of the Board who are regulated members of Professional Colleges provide services under provincial law called the Personal Health Information Protection Act (PHIPA). This document describes our policies and procedures for personal and health information.

Who We Are:

Regulated health professionals employed at the Upper Canada District School Board include Psychologists, Psychological Associates, and Speech-Language Pathologists. The Psychologists and Psychological Associates are regulated by the College of Psychologists of Ontario, and the Speech-Language Pathologists are regulated by the College of Audiologists and Speech-Language Pathologists of Ontario.

What is Personal and Health Information?

Personal and health information about you or your children may include information such as your home and/or work telephone number, address, date of birth, health and education history.

Purposes for Collection of Personal and Health Information:

We collect, use and disclose personal and health information under the guidelines of our respective Colleges in order to provide services to students and their families. Our primary purpose for collecting personal and health information is to provide Psychoeducational and Speech-Language services.

Protecting Personal and Health Information:

We understand the importance of protecting personal and health information. For this reason, information that we collect is treated as highly confidential and is normally released only with your consent.

The personal and health information we collect is shared only with those people who are involved in providing you service, or with those for whom we have your consent to share information. You have the right to withdraw your consent at any time.

There are exceptions, or limits to confidentiality. These include:

- * Reasonable grounds to suspect child abuse or neglect. The Province of Ontario has a mandatory reporting law that requires us to report, to appropriate authorities, if there are reasonable grounds to suspect that a child is in need of protection.
- * When a student has indicated that she/he will cause harm to self or others.
- * Regulatory Colleges may inspect our files as part of their regulatory activities to ensure that members meet their professional obligations.
- * As professionals, we will report serious misconduct or incompetence of other regulated health practitioners as required by law, whether they belong to other organizations or our own.
- * Legal proceedings where records may be accessed by the courts.

Sometimes office staff will be creating and accessing files for us. They understand privacy policies and confidentiality issues, and their access is restricted to what is necessary for them to perform their duties. Files are locked in secure, restricted access areas.

As required by regulatory Colleges, personal and health information is retained for at least ten (10) years after a student's 18th birthday, or ten years after the student's graduation year. Files (paper and electronic) are then destroyed to maximize privacy and security.

You Can Look at Your Child's Records:

Access to your child's personal information and health record is available on request. In only a few exceptional instances would access be restricted. If you believe there is an error in the information, you have the right to request a correction. This applies to factual information and not to professional opinions, judgements, or diagnoses. Written requests for access and/or correction will be processed within 30 days.

Questions or Concerns?

If you have any questions or concerns about our Privacy Policy or need help with requests for access or corrections to records, please contact the Health Record Custodian. The Health Record Custodian (HRC) for our office is: Dr. Jennifer Curry, Chief Psychologist at 1-855-255-2112.

If you have any questions or concerns about a service provider, please address those concerns to the service provider (or his/her supervisor if appropriate). You can also address concerns to the HRC.

For general inquiries, the following website can be accessed for complete information regarding the privacy of personal and health information: www.ipc.on.ca