


First Nations Health Authority

Board Policy



First Nations Health Authority
Health through wellness

Name	Personal Information Privacy Policy
Category	Information and Communication
Type	Corporate

For Board Secretariat (do not fill this in)		
Document #	Effective	
IAC-18-001-004	May 3, 2018	
Board Approved Date	Verified By	Authorization (BoD Motion #)
May 3, 2018		0518-BOD-01-i

1.0 Purpose

- 1.1 The purpose of this policy is to establish principles and guidance for managing Personal Information in the Custody or under the Control of First Nations Health Authority (FNHA).
- 1.2 This policy supports Directive 3: Improve Services and Directive 7: Function at a High Operational Standard, as well as the Shared Values of Excellence and Relationships.

2.0 Scope

- 2.1 This policy applies to Workers, the Board of Directors (Board), and Members.
- 2.2 This policy applies to Client, Worker and any other Personal Information in the Custody or under the Control of FNHA regardless of format or medium.

3.0 Policy Statements

- 3.1 FNHA and its Workers must comply with
 - (a) the *Personal Information Protection Act*;
 - (b) health-sector-specific legislation, including but not limited to, *Medicare Protection Act*, *Public Health Act*, *Health Professions Act*, and *Pharmaceutical Services Act*; and
 - (c) any other applicable professional codes of ethics and standards of practice.
- 3.2 FNHA will demonstrate organizational accountability and responsibility for managing Personal Information in its Custody or under its Control in order to maintain trust-based relationships with Clients, Workers, healthcare partners, and business partners.
- 3.3 FNHA will be transparent with Clients, Workers, healthcare partners, business partners and the public regarding the management of Personal Information.

First Nations Health Authority

Board Policy



First Nations Health Authority
Health through wellness

- 3.4 FNHA acknowledges an individual's right to their Personal Information and will assist individuals who request access to their Personal Information to the degree that providing access does not negatively impact others.
- 3.5 The Chief Executive Officer (CEO) will report significant privacy or security breaches to the Board, which could include breaches involving sensitive information, a large volume of information, many individuals' information, and/or multiple departments.
- 3.6 FNHA will protect Personal Information in accordance with the *Information Security Policy Documents*.

Compliance

- 3.7 Any violations of this policy may result in Disciplinary Action, up to and including termination, in accordance with the *Progressive Corrective and Disciplinary Action Policy Documents*.

Exceptions

- 3.8 Exceptions to this policy require approval by the CEO.

Delegation

- 3.9 This policy may be further defined and elaborated upon through an executive directive of the CEO.

4.0 Responsibilities

- 4.1 Board of Directors (Board): approve the *Personal Information Privacy Policy*.
- 4.2 Chief Executive Officer (CEO): provide overall leadership and support to Senior Executives in the oversight and management of Personal Information; report privacy or security breaches to the Board.

5.0 Definitions

Client(s): an individual, resident, family, or community that receives direct care or accesses health and wellness services delivered by the organization and has the ability to decide and define the programs and services that will best support their health and well-being. Services enable each individual to become well-informed and best able to make decisions as it relates to their personal and collective health.

Control: having the authority and responsibility to decide what other parties do with information or data under their Custody, even though that information or data is not necessarily owned or possessed by FNHA.

Custody: having physical possession of information or data, but not necessarily ownership.

Disciplinary Action(s): actions taken to address disciplinary issues, such as dishonesty or theft, or when other corrective or disciplinary actions, such as coaching, have not been successful.

Personal Information: information that can identify an individual (whether alone or in combination with other information) or that is about an identifiable individual. Personal information includes Worker personal information but does not include their business contact or work product information.

First Nations Health Authority

Board Policy



First Nations Health Authority
Health through wellness

Policy Document(s): all existing documents within a policy set, including the Board-approved policy that provides principles and guidance and delegates authority to the CEO; consistent with approved policy, CEO-approved executive directives that provide direction for the approach, outline required and prohibited actions, and delegate accountabilities to Senior Executives; and, consistent with approved executive directives, any procedures approved by Senior Executives that outline specific steps to be followed.

Senior Executive(s): includes the Chief Executive Officer, Chief Officers, and Vice Presidents.

Worker(s): includes individuals employed or contracted with FNHA while engaged in a FNHA work activity; specifically, employees (union, non-union; permanent, term, casual; full-time, part-time); people working at FNHA through an Interchange Agreement; people paid via third-party agencies (temporary workers); contractors; consultants; trainees; students; volunteers.

6.0 Related Documents

Mandatory Compliance Documents

Health Professions Act (British Columbia)

Medicare Protection Act (Canada)

Personal Information Protection Act (British Columbia)

Pharmaceutical Services Act (British Columbia)

Public Health Act (British Columbia)

Supporting Documents

Personal Information Privacy Executive Directive

Access to Medical Records Procedure

Privacy Breach Management Procedure

Privacy Complaint Procedure

Privacy Impact Assessment Procedure

Other FNHA Policy Documents

Information Security Policy Documents

Progressive Corrective and Disciplinary Action Policy Documents

7.0 Rescind and Interpretation Statements

- 7.1 With the approval of this policy, older versions are considered to be replaced and/or rescinded and are no longer in effect.

First Nations Health Authority

Board Policy



First Nations Health Authority
Health through wellness

7.2 Where interpretation is required regarding the relationship between Policy Documents, the CEO has sole discretion to provide the interpretation.

8.0 Summary of Changes

Replaces	Dated	Key Changes to Previous Version
IIMS-17-005-003 Information Privacy and Confidentiality	August 4, 2017	<ul style="list-style-type: none">• Title changed to Personal Information Privacy.• Confidential business information removed from scope.• Definition of Personal Information amended.• Requirement added for the CEO to report significant privacy and security breaches to the Board.• Policy streamlined overall and focused on compliance with PIPA.

9.0 Attachments

None