

Excerpt of a Policy and Procedure Related to Record Sharing

Record Sharing:

- Each party will ensure that providers delivering services and programs at XXX Organization will maintain confidentiality;
- Each Party will participate in an interagency record system;
- All active records will remain in the XXX Organization and will be housed in a secure manner.
- The Health Authority /Health Unit will store all inactive program records;
- If the program discontinues, the Health Authority/Health Unit will store all program records.

Release of Information to Outside Agencies

- Personal and private information may be shared with outside agencies for the purposes of advocacy only with a client's informed consent or in situations where the information is subpoenaed by a court of law;
- Sharing of Information within XXX organization will be shared on a need-to-know basis among the XXX Organization service providers with the sole intent of best serving the needs of clients who use programs and services: Only service providers directly involved with a client will have access to a client's individual chart.

Consent and Confidentiality

- The confidentiality policy protects against the unauthorized disclosure of personal and private information within clearly defined limitations of all individuals who access the XXX Organization;
- In accordance with the philosophy and principles outlined in our model of care, clients must be able to decide who will have access to their personal and private information. Therefore, confidentiality must be maintained;
- All partners involved in the XXX Organization consider the breaking of confidentiality to be a very serious act. All service providers have an ethical trust placed in them because of potential access to confidential and personal data of clients using services and service providers. Except in the execution of one's duties, the discussion of these matters will be considered a breach of trust.

Declaration of Confidentiality

- At the time a service provider or student becomes involved with the program, they are required to sign a Declaration of Confidentiality in which they agree not to make known or discuss client's personal and private information at any time, or any place, or with any unauthorized person, either during their term of service in the XXX Organization or thereafter;
- A breach of confidentiality will be reported to the appropriate Program Manager or professional body.
- **Exceptions....**
- As required by law and in keeping with ethical practice, we will not keep confidentiality:
 - Where a person discloses intention to harm self or others.
 - Where a person discloses child or elder abuse – physical, emotional, sexual or neglect.
 - Where a support staff person or a person's records are subpoenaed by the courts....