

Policy and Procedure

Title:	Privacy Officer	
Policy Number:	06.005	Section: Information Management
Effective Date:	April 22, 1999	
Revised Date:	January 17, 2019	
Approving Body:	President and CEO	
Authority:	CancerCare Manitoba Act	
Responsible Officer:	President and CEO	
Delegate:	Director, Department of Cancer Clinical Information Management	
Contact:	CCMB PHIA/Privacy Officer	
Applicable to:	CCMB Staff and Physicians	

1.0 **BACKGROUND:**

Not Applicable

2.0 **PURPOSE:**

2.1 To ensure that CancerCare Manitoba appoints a Personal Health Information (PHI) Privacy Officer to facilitate compliance with the *Personal Health Information Act* of Manitoba within CancerCare Manitoba.

3.0 **DEFINITIONS:**

Not Applicable

4.0 **POLICY:**

4.1 CancerCare Manitoba shall designate a PHI Privacy Officer, as well as an alternate, whose responsibilities are to:

4.1.1 Encourage compliance to the *Personal Health Information Act* of Manitoba.

4.1.2 Respond to requests from individuals for access to and correction of personal health information.

4.1.3 Ensure orientation and ongoing training is in place for employees and agents in terms of CancerCare Manitoba's policies and procedures concerning the *Personal Health Information Act*.

4.1.4 Ensure that CancerCare Manitoba conducts an audit of its security safeguards at least every two years.

4.1.5 Work with the CCMB Leadership Team/Executive Office during an investigation of a privacy matter.

4.1.6 Ensure privacy policies and procedures are up-to-date and accurate.

4.1.7 Respond to Ethics/Conduct confidentiality events in the Incident Reporting

CANCERCARE MANITOBA GOVERNING DOCUMENTS Policy and Procedure
Title: Privacy Officer
Page: 2 of 3

System as required.

- 4.1.8 Provide an annual report/summary to the President and CEO, or designate, and the Board of Directors, of PHIA related events and breaches.

5.0 **PROCEDURE:**

- 5.1 The President and CEO will designate the position of PHI privacy officer and alternate. Generally, this will be the Director of Infrastructure and a manager of the Infrastructure portfolio.

- 5.2 The PHI Privacy Officer (or designate) will:

- 5.2.1 Respond to requests from individuals for access to and correction of personal health information.

- 5.2.2 Conduct a periodic audit to ensure compliance with the *Personal Health Information Act*.

- 5.2.3 Work with the appropriate CancerCare Manitoba departments to conduct an audit of security safeguards at least every two years.

- 5.2.4 Initiate steps to correct deficiencies identified in an audit.

- 5.2.5 Work with Human Resources/Managers/Supervisors to ensure provision of orientation and ongoing training for employees and agents.

- 5.2.6 Provide assistance of any investigations from the Ombudsman's Office.

- 5.2.7 Work with Executive Leadership, if requested, to develop a written response to an Ombudsman report.

- 5.2.8 Receive Incident Reporting System events related to Ethics/Conduct confidentiality to:

- a. Review and make recommendations to prevent future events.
 - b. Route the event to the Manager/Supervisor for resolution/action.

- 5.2.9 Provide an annual report/summary to the President and CEO and Board of Directors of PHIA related events and breaches.

6.0 **REFERENCES:**

- 6.1 *The Personal Health Information Act* of Manitoba, Section 57.
<http://web2.gov.mb.ca/laws/statutes/ccsm/p033-5e.php>

CANCERCARE MANITOBA GOVERNING DOCUMENTS
Policy and Procedure

Title: **Privacy Officer**

Page: 3 of 3

Policy Contact:

All enquiries relating to this policy should be directed to:

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DOCUMENTATION

Policy Location:

This policy is located (hard and e-copy formats):

- | | |
|----|---|
| 1. | The original signed and approved policy is on file in the Policy Office, CCMB |
| 2. | The e-copy is on file in the CCMB Governing Documents Library on SharePoint |
| 3. | |

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
22/04/1999	1			
25/01/2011	2	Minor Revision	L Costa	
20/10/2014	3	Minor Revision	L Costa Policy Team	Minor revisions only.
29/03/2018	3	Minor revision	S.Friedenberger	Reformatted to new template
17/01/2019	4	Minor revision	Policy Office	Change in Privacy Officer/Contact

Approvals Record:

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not required.	

FINAL APPROVAL:

Date	Name / Title	Signature
Jan 17 2019	Dr. S. Navaratnam President and CEO, CCMB	Original signed by Dr. S. Navaratnam