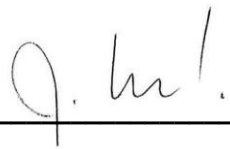


Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Confidentiality	SECTION: C
DATE: September 2004	Administrator's Signature: 	POLICY: 6
REVISION DATES: September 2007, December 2010, January 2011, September 2014		

CONFIDENTIALITY

POLICY:

Residents have the right to protection of all their personal and health information. Each staff member and volunteer must support the Resident's right to privacy. Staff and volunteers in the organization must be committed to maintaining the privacy and confidentiality of residents and their associated personal and health information.

A condition of employment/volunteering/service provision, in the Home is that all employees/volunteers must sign a Confidentiality Acknowledgement. Breaches of confidentiality include accessing personal information without authorization to do so and without a need or requirement to know. Failure to hold personal information of residents confidential and private may lead to disciplinary action, up to and including termination.

PURPOSE:

- To comply with Privacy legislation including, but not limited to, the Personal Information Protection and
- Electronic Document Act (PIPEDA), the Ontario Freedom of Information and Protection of Privacy Act
- (FIPPA), and the Long-Term Care Act.
- To respect the privacy of residents, their families and other employees/volunteers/service providers.
- To protect residents and employees from the misuse of confidential resident, employee and Home information.
- To minimize risk for the Home.

PROCEDURE:

Employees, volunteers, and service providers will sign a Confidentiality Acknowledgement upon hire. The Confidentiality Acknowledgement will be placed in the employee's, volunteer's and service provider's file.

Employees, volunteers, and service providers will maintain confidential any information related to clinical, administrative, financial, and health information about residents, their families and other employees/volunteers/service providers, of Leamington Mennonite Home.