

# Health Information Privacy and Management Act

Or

HIPMA for short



## What is HIPMA?

The Health Information Privacy and Management Act or HIPMA is a new legislation that allows for people to have greater control over their health information. It governs how healthcare providers, like the Child Development Centre, collect, use and disclose personal health information. This new law is designed to protect the privacy of personal health information while increasing effective delivery of health care services.

## Who has to follow HIPMA?

HIPMA applies to most healthcare providers – they are called **custodians**. The Child Development Centre is a custodian under this act. Some other examples include:

- Your family doctor
- Your dentist
- Your local hospital or community health centre
- Yukon's Department of Health and Social Services

## What information does HIPMA protect?

HIPMA protects your child's health information and makes sure that **custodians** know how to handle and protect this information. Health information is anything relating to:

- Name and contact information ;
- Health history;
- Any records related to the services your child have received with us; and
- The name of any other healthcare provider you are involved with.

**For example:**

- When your child is seen for an assessment with us, that assessment is part of your child's health information. This information is protected under HIPMA and we must follow all the rules set out in this act.

## **How do we protect health information?**

HIPMA has a set of rules for custodians to follow for:

- How we use and collect information;
- Who is allowed to see or be told information; and
- How we make sure information is secure.

We have policies for these rules and provide training to our staff to ensure they know what their responsibilities are.

**For example:**

- Staff are not allowed to look up your child's records if they are not involved in the service you are getting.
- We use locking file cabinets and use passwords for our electronic client files.

## **What do we do with health information?**

We use personal health information to help us provide services and to help other health care providers outside our agency involved in the care of your family. We limit the information we use or disclose to others to the minimum amount needed.

**For example:**

- We can share assessment results with your doctor without needing written consent which can often speed up the process and make sure the doctor has the information before your next appointment.

We also use this information to help make our services better.

**For example:**

- Teaching our new therapists.
- Sharing successful intervention strategies with each other.

**What are your rights?**

Under HIPMA, you have rights about access, protection, sharing and use of your child's health information. You have the right to:

- Request access to your child's health information;
- Request changes to health information that you believe is inaccurate or incorrect;
- Be told if there has been a breach of your child's health information that could cause you significant harm;
- Request a record of who has looked at your child's records;
- Limit or withdraw your consent to collection, use or sharing of your child's health information; and
- Make a complaint to a custodian about their health information practices if you believe they do not follow HIPMA.

**How do you get a copy of your personal health information or as for a correction?**

You can contact our privacy officer using the information below.

**What do you do if you have a complaint?**

If you have a concern about how we have handled your child's personal health information, please contact our privacy officer using the information below. If we do not address your complaint to your satisfaction you may contact Yukon's Information and Privacy Commissioner.

Child Development Centre Privacy Officer:

Alayne Squair

[alayne.squair@cdcyukon.ca](mailto:alayne.squair@cdcyukon.ca) or 456-8182

Yukon's Information and Privacy Commissioner

667-8468 or toll free at 1-800-661-0408 (ext. 8468)