


POLICY			
	Policy Name: Confidentiality (Applicable to All Employees)	Policy Number: 320.100.141	Page 1 of 2
	Approval Signature: Shared Health Executive	Section: 320 Human Resources	
Level: SHARED HEALTH - Applies to all Shared Health staff	Date: DD/Mon/YEAR	Supercedes: New	

1.0 PURPOSE:

- 1.1 Shared Health has a moral and legal responsibility to respect and protect the privacy of its patients, its employees and those persons regularly associated with Shared Health.
- 1.2 Shared Health as an employer retains the right to determine circumstances in which information shall be deemed confidential.
- 1.3 All employees and those persons regularly associated with Shared Health* are responsible for maintaining the security of all confidential information, (oral, written or computerized) accessed, handled or viewed in the course of one's work. Communication of, or access to such information, is acceptable only in the discharge of one's duties and responsibilities. Discussion shall not take place in public places (elevators, lobbies, cafeterias, off premises, etc.) or in the presence of persons not entitled to such information.

*Employees, Volunteers, Students, Residents, Researchers, Contracted Individuals

2.0 DEFINITIONS:

- 2.1 Confidentiality extends to all information not readily available to the public or which would expose Shared Health to charges of breach of trust including, information regarding: patients, employees and business affairs of Shared Health. This information would include material which may not be considered important at the time.
 - 2.1.1 Regarding Patients
 - 2.1.1.1 The nature of the patient's illness, its course, its treatment and any other information disclosed by the patient.
 - 2.1.1.2 All information learned from or observed, regarding the patient, including conduct or behaviour which may be a result of illness or the effect of treatment.
 - 2.1.1.3 The patient's demographic information, financial position, home conditions, domestic difficulties or any other private matters relating to the patient which have been disclosed to staff.
 - 2.1.2 Regarding Employees (and others normally associated with Shared Health)
 - 2.1.2.1 The employee's salary, work history, performance, attendance, etc.
 - 2.1.2.2 Any information learned regarding the employee such as medical history, attendance at Employee Assistance Programs, home conditions, financial situation, demographics, domestic difficulties or any other private matters which have been disclosed to staff in the course of business.
 - 2.1.3 Regarding the Employer

Any information learned regarding the business affairs of Shared Health which has not been authorized for release. This would include all operational and financial information.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any Shared Health policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it.

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3.0 POLICY:

- 3.1 All employees of Shared Health, as a condition of employment, shall sign a Pledge of Confidentiality. Subsequent breach of the policy may result in termination of employment. The Pledge document shall be issued to the employee by the Human Resources Department accompanying the letter of offer of employment. It is the responsibility of the employing department to oversee the signing of the Pledge document and forward the document to Human Resources for placement in the employee file.
- 3.2 All volunteers, as a condition of participating in the Volunteer Program, shall sign a Pledge of Confidentiality. Subsequently breach of the policy may result in termination from the Volunteer Program. The administration of this pledge shall be handled by the Volunteer Services Department at the time of joining the Volunteer Program.
- 3.3 All students, including residents and interns, as a condition of registering in Shared Health programs, shall sign a Pledge of Confidentiality. The administration of this pledge shall be handled by the Department responsible for the program at the time of registration or placement at Shared Health.
- 3.4 All researchers, as a condition of utilizing Shared Health facilities and resources for research, shall sign a Pledge of Confidentiality. The administration of this pledge shall be handled by the Research Department at the time approval is given to conduct research at the Shared Health.
- 3.5 All contracted individuals, as a condition of acceptance of the contract, shall be required to sign a Purchased Salary/Service Agreement that provides, inter alia, for protection of confidential information. The administration of this contract shall be handled by the Human Resources Department.

4.0 REFERENCES: N/A

Policy Contact: Human Resources