

# BC Physicians Privacy Toolkit: PIPA Fact Sheet



[www.cpsbc.ca](http://www.cpsbc.ca)



British Columbia Medical Association

[www.doctorsofbc.ca](http://www.doctorsofbc.ca)



[www.oipc.bc.ca](http://www.oipc.bc.ca)

## A patient's confidence is key to their best healthcare

Privacy Legislation in BC	<p>Personal Information Protection Act (PIPA) PIPA applies to personal information collected, used or disclosed by physicians in private practice and by certain health organizations</p> <p>Freedom of Information and Protection of Privacy Act (FIPPA) FIPPA applies to personal information collected, used or disclosed by physicians in hospitals, health authorities and ministries</p>	
PIPA	<p>Applies to personal information Consent-based</p>	
Consent	<p>Implied or deemed for those within the circle of care Must be expressed for those outside the circle of care</p>	
Personal Information	<p>Patient records are in the custody and control of physicians and their service providers Patients have a right to access records that contain their personal information and request correction</p>	
Good Stewardship	<p>Physician's annual review of policies, procedures &amp; processes</p>	
Electronic Records	<p>Roles-based access are a must Based on "need to know", not "want to know"</p>	
Principles	<p>Accountability Purpose Consent Limiting Collection Using Information Disclosing Information Retaining Information Storing Information Accuracy Safeguards Openness Access Challenge to Compliance</p>	<p>Physician must be Privacy Officer Patient must be informed Implied for direct care; no retribution if patient refuses Minimum necessary to fulfill purposes Only for the purpose consented to Only for authorized purposes Only as long as needed or required by law In Canada (recommended) Up to date to fulfill purposes Protect against loss, theft, unauthorized access, use or alteration Educating patients on information handling practices Patient has right to access their information for a minimal fee Patient has right to challenge a practice's compliance</p>
Operational Tips	<p>Documented Policies Documented Procedures Staff Templates and Forms Third Parties Training</p>	<p>Privacy, Breach Management, Technology, Security, Retention Privacy, Complaint Handling, Security Incident Response, Destruction Confidentiality Agreement, Privacy &amp; Security Training, Access Controls Confidentiality, Consent, Contracts, Information Sharing Agreements Agreements/Contracts with confidentiality clauses Business Continuity, Privacy, Security, Systems</p>
Security Tips	<p>Data Email and Fax Physical System Access Systems Wireless</p>	<p>Backups, EMRs, Secure Destruction, Transmission Encryption Confidentiality Disclaimers, Encryption, Safer Alternatives Alarms, Locked Doors, Locked Filing Cabinets, Restricted Access Authorization, Unique ID/Password, Roles-Based, Auto-logout Alerts, Audit Logs, Intrusion Detection, Patch Updates Encryption, Secure Connections</p>