



## 2: Identify Purpose

Determine the purpose of collection, use and disclosure prior to collection. Analyze and document all personal information collected. Here is a checklist to guide you:

- What personal information do we collect from employees and what do we do with it?
- How do we inform employees why personal information is collected, used or disclosed?
- What personal information do we collect from patients and what do we do with it?
- How do we inform patients why personal information is collected, used or disclosed?
- How do we inform individuals when their personal information will be used for another purpose?

Review personal information you hold and ensure it is all required for a specified purpose. Here is a checklist to guide you:

- Document why each type of personal information is collected
- Ensure all identified purposes are limited to what a reasonable person would find appropriate
- Document how the purposes are communicated to the individual
- Ensure employees are trained to use information only for designated purposes