



4: Limit Collection

By reducing the amount of information gathered, you can lower the time spent and cost of collecting, storing, retaining and archiving data. Collecting less information will reduce the risk of inappropriate uses and disclosures. Here is a checklist to guide you:

- Do we collect personal information indiscriminately?
- Is all of the personal information collected required?
- Are we deceptive in any way when collecting personal information?

Review personal information collected and practices for collecting it. Here is a checklist to guide you:

- Consider the impact of a leak of personal information collected
- Consider the impact of not collecting elements of personal information
- Modify forms to remove fields of information that are not needed
- Ensure employees are trained to collect only the personal information that is required to provide health services