



8: Be Transparent

Being transparent about your privacy practices will help preserve your reputation. Here is a checklist to guide you:

- Are employees and patients aware that you have policies and practices for managing personal information?
- Are these policies and practices reasonable, easy to understand and are they readily accessible?

Ensure employees are familiar with the procedures for responding to individual inquiries. Here is a checklist to guide you:

- Publish your privacy policy on your website or provide copies at your office
- Make the name and contact information of your privacy officer or delegate available for inquiries, access requests, complaints
- Publish brochures or post notices that explain your policies and procedures
- Describe what personal information is made available to other organizations and why