



## Step 8 – Be Transparent

A practice should be transparent about its information management policies and procedures, and provide this information to individuals upon request. This includes providing information to patients and employees about what personal information the practice collects on the basis of consent, the purposes for which the information is used, to whom it is disclosed, how it is protected, and how an individual may access or correct their own personal information. This can be achieved through patient handouts or posted notices. See these samples:

- [Patient Handout – Privacy of Your Personal Health Information](#)
- [Privacy Policy Template](#)