Welcome to a webinar about understanding BC’s Personal Information Protection Act or PIPA for short.

If you’re a physician or MOA working in a private practice, this webinar is for you.
The first thing you’ll need to know is how to find the toolkit

- You can find it on the Doctors of BC website and direct links to it are also available on the Information and Privacy Commissioner’s website and the College website
- You don’t need to login to get access
- Simply type privacy toolkit in the search box
- and it should one of the first hits
- now, click on the link to start navigating
The College, Doctors of BC and the Privacy Commissioner’s office have collaborated to create this as a
• general guide for physicians in private practice
• It’s designed to help you comply with the law
• which in turn will help you meet the expectations of your patients and the public
• It is for general information purposes only
• and does not take the place of legal or professional advice
• When you scroll down you’ll see you’re on the basics tab
• First, there’s a PIPA fact sheet you can use for quick reference
  Then you’ll find:
  TIPS that introduce topics at a high level
  LEARN MORE links to individual chapters in the full privacy toolkit document
  CHECKLISTS that will help you implement your privacy management program
  and short VIDEOS about the topic

• The first topic will be expanded
  Topics here include:
  BC legislation
  Your responsibilities
  and the 10 principles of privacy
• To view another topic, click on the plus sign next to it
• The previous topic will close and the selected one will open
• Pop back up to the top using the Home key and navigate to the Guidelines tab by clicking on the tab name
• Here you’ll have access to each guidelines chapter in the full privacy toolkit document and more videos
• If you’ve scrolled down, pop back up to the top and navigate to the FAQ tab by clicking on the tab name
• The answer to the first question will be expanded
There are so many FAQs, you’ll need to search on the page using a keyword

• Press the Ctrl and F keys simultaneously to activate the “Find” function

This should work in any browser

Let’s say you have a question about how to handle passwords for visiting physicians or locums

• Enter the keyword “password” and press the enter key

You may find several results, depending on the keyword

• In this case, there’s only one so the browser jumps right to it

• Click on the plus sign to open the answer
• You may need to hit Home to pop back up to the top again so you can navigate to the Forms tab

• On this page, you’ll find:
  Forms that can be customized for your practice
  and some generic PDF forms

• The confidentiality agreements can all be customized
  Forms for access, consent and correction are generic
• Let’s navigate to the Tools tab where you’ll find definitions and resources sections of the full privacy toolkit document wording for email and fax disclaimers a patient handout and poster key elements of a privacy impact assessment and a customizable privacy policy template
• Let’s navigate to the Videos tab

• The Information and Privacy Commissioner expects your practice to have a privacy management program that includes privacy training and education. You can use the link to the full video in the intro to do orientation and refresher training.

• This video appears first. Below it, you’ll find short videos related to the principles of privacy and guidelines for implementation. There’s also a PDF for each one with notes pages containing scripts. The full video includes all of them and you’ll need almost an hour for that one.
Let us know if you have any questions