

- 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.

WHY DO YOU NEED THE PERSONAL INFO?

- Do you need it to get the job done?
- Have you identified the purposes?
- Have you documented what it is and why you need it?
- Can employees can explain why it's needed?



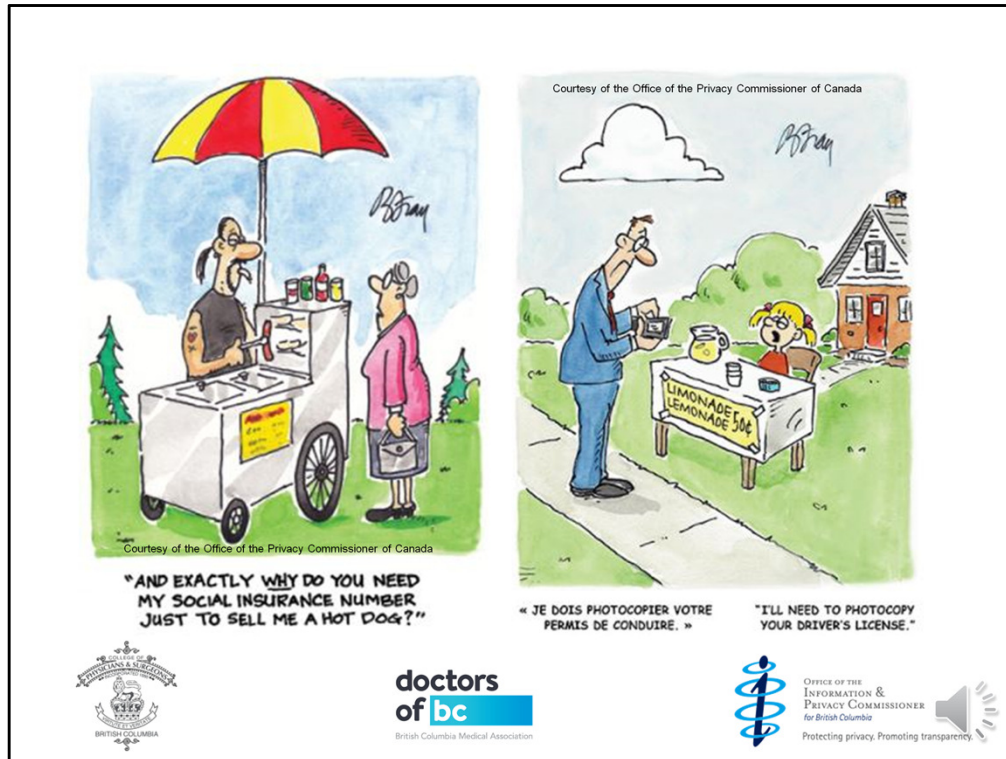
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WHY DO YOU NEED THE PERSONAL INFORMATION?

When you're collecting information,

- Do you need it to do the job?
- Does it serve a legitimate purpose?
- Have you documented what it is and why you need it in your policies and procedures?
- Have you trained employees so they can explain why it's needed?



A lot of this is common sense

Similar to the hot dog vendor, why would you need someone's social insurance number?

You only need it from your employees to comply with reporting and remitting taxes to the Canada Revenue Agency.

You may need to see a person's drivers license if their personal health number is on the back but you'd never need to photocopy it.

WHERE DO YOU START?

- Review personal information you collect
- What harm could result if there was a breach?
- What if you stopped collecting it?
- Stop collecting what you don't need
- Modify forms to prevent accidental collection
- Train employees



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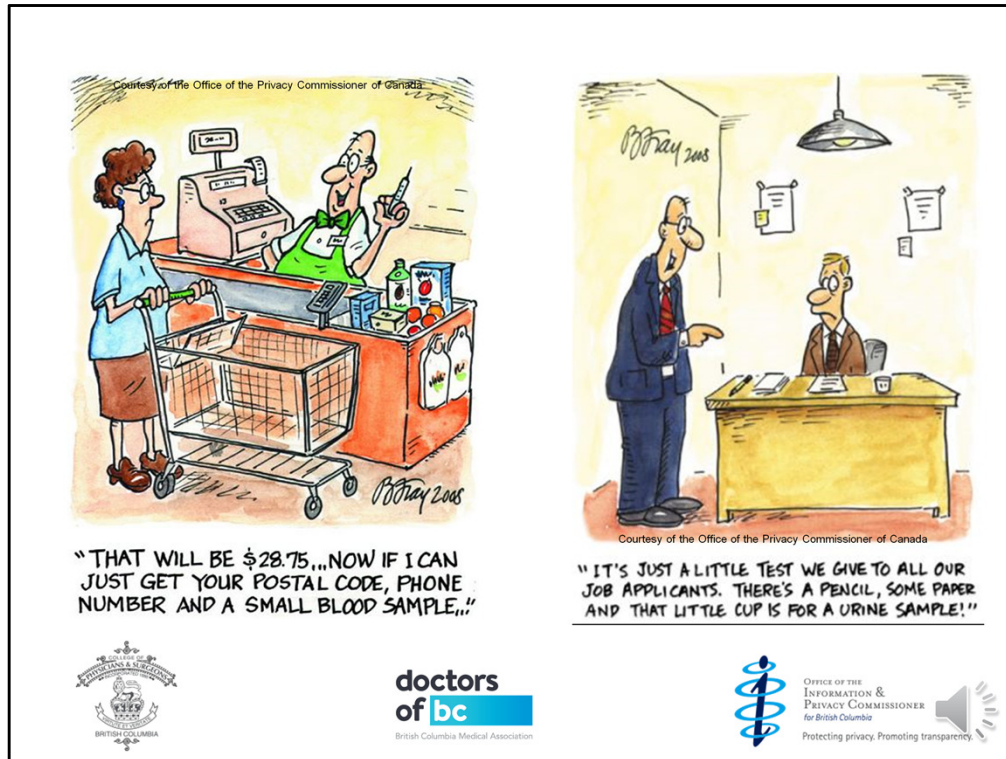


WHERE DO YOU START?

- Make a list of the personal information you're collecting
- Consider the harm that would result if there was a breach
- What would the impact be if you stopped collecting it?

If you find you're collecting personal information just for the sake of it but have no use for it to get the job done,

- Stop collecting it
- Change your forms to prevent accidental collection and
- Explain the reason for the changes to employees



- Imagine being asked for a blood sample at the grocery store!
- Or having to give a urine sample just to get a job.

RESULTS

- Improved office efficiency by reducing
 - the amount of personal information gathered
 - time spent gathering it
 - costs of collecting, storing, retaining and archiving it
 - risk of inappropriate uses and disclosures



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- Your office will be more efficient because you're reducing the
 - Amount of personal information collected
 - Time spent collecting it
 - Costs of collecting, storing, retaining and archiving it and
 - Most of all risks associated with inappropriate uses and disclosures

WEBINAR RESOURCES

- College Standards and Guidelines
<https://www.cpsbc.ca/for-physicians/standards-guidelines>
- Doctors of BC Privacy Toolkit and webinar notes (PDF)
<https://www.doctorsofbc.ca/privacy-toolkit-webinars>
- Office of the Information & Privacy Commissioner for BC:
 - Guide to PIPA
 - Privacy Breach Tools and Resources
 - Accountability Tips
 - Getting Accountability Right
 - Self-Assessment Tool for Securing Personal Information
 - Cloud Computing Guidelines
 - Guidance Document: Information Sharing Agreements
<https://www.oipc.bc.ca/guidance/guidance-documents/>



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Links to these Resources are in a PDF document on the Webinars page of the Privacy Toolkit

- College Standards and Guidelines
- Doctors of BC Privacy Toolkit and webinar notes
- and Privacy Commissioner guides, tips and resources



PIPA SHORTS

BC's Personal Information Protection Act

QUESTIONS?

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 **doctors of bc**
British Columbia Medical Association

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Let us know if you have any questions about complying with PIPA