

- 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.

WHEN IS IT OK TO DISCLOSE PERSONAL INFO?

- The individual has consented to the disclosure (express/implied)
- It's for the same purpose for it was collected
- It's
 - being shared among those within the circle of care and
 - an information sharing or confidentiality agreement is in place

A few examples of those within the circle of care are:

- associates, partners and locums
 - specialists, referring physicians and lab technologists
 - hospital or health authority employees
 - nurses, social workers and volunteers
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- Outsourcing to contractors and vendors
 - Learn more in the "Can it be Shared?" webinar



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WHEN IS IT OK TO DISCLOSE PERSONAL INFORMATION?

- if the individual has consented
- it's for the same purpose for which it was collected or
- it's
 - being shared among those within the circle of care **AND**
 - an information sharing agreement or signed confidentiality agreement is in place
- A few examples of those within the circle of care are
 - associates, partners, contractors and locums
 - specialists, referring physicians and lab technologists
 - hospital or health authority employees
 - nurses, social workers and volunteers
- Other cases where information sharing and confidentiality agreements are used is when outsourcing to contractors and vendors
 - You'll learn more about this in the "Can it be Shared" webinar

WHERE DO YOU START?

- Review the personal information you disclose and to whom
- Create or revise templates for
 - confidentiality agreements
 - contracts
 - information Sharing Agreements (ISAs)
- Get new agreements and contracts signed
- Train employees



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WHERE DO YOU START?

- Make a list of the personal information you disclose and who you disclose it to
- Create or revise templates for
 - confidentiality agreements
 - contracts and
 - information sharing agreements
- Get new agreements and contracts signed
- Train employees on
 - when it's OK to disclose information and to whom and
 - which template to use

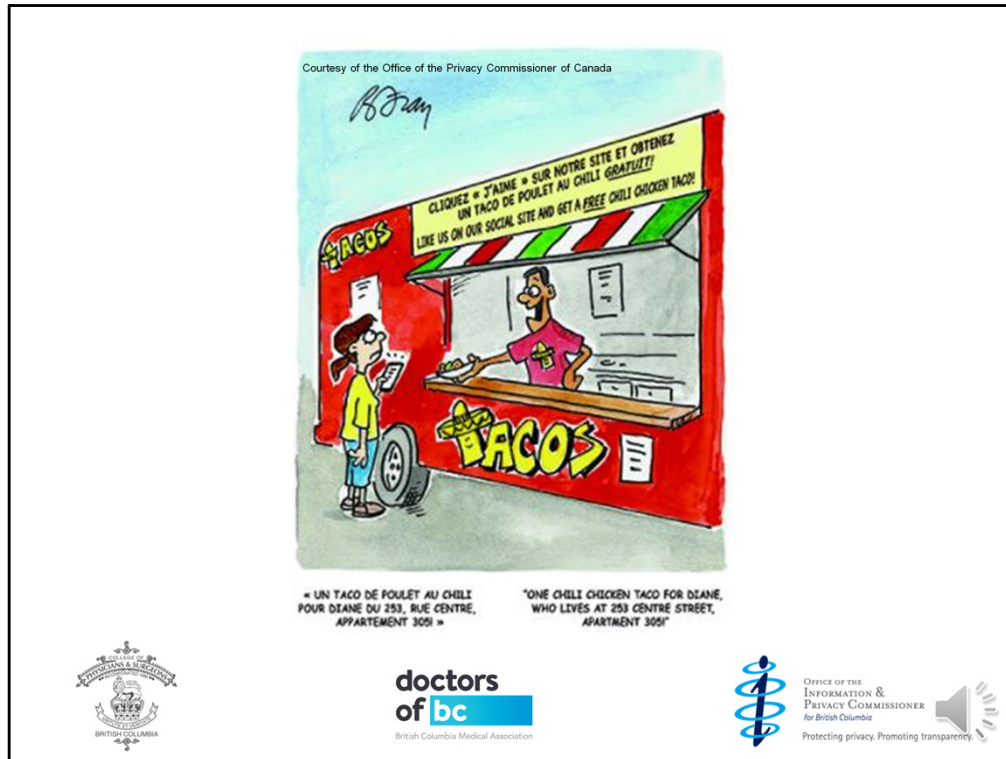
Generally, you'll use

confidentiality agreements with employees, locums, nurses, social workers or volunteers

contracts with associates, partners and support vendors and

information sharing agreements with hospitals and vendors to whom you've outsourced data processing such as payroll

You'll find some templates you can use on the Forms Tab in the Privacy Toolkit



Take care in the office not to blurt out a patient's personal information.
There's no need for others to know.

If you're asked for personal information about a patient or employee,
check first to find out why the requester needs it and how they will use it
If it is a legitimate request,
be sure you have the individual's consent to share AND
a confidentiality agreement, contract or information sharing agreement is in place.

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