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.
WHERE DO YOU START?

- Policy and procedures
  - Retention policy (based on PIPA, College and other requirements *)
  - Destruction policy and procedures

- Identify
  - Where records are (files, computers, laptops or mobile devices)
  - Media records are on (paper, CDs, hard drives, USBs)
  - Third parties data has been shared with

- Destroy (only after the permitted period of time *)
  - All copies
  - Securely
  - Logs
  - Certificates of destruction

Before destroying personal information,
- check your
  - retention policy as it should be in compliance with PIPA, College standards and other legislative requirements and
  - destruction policies and procedures
- Identify
  - where the data is (in files or on computers, laptops or mobile devices)
  - what media it’s on (paper, CDs, hard drives, USBs) and
  - any third parties the personal information has been shared with
- Destroy (only after the permitted period of time)
  - all copies
  - securely
  - logging what was done and
  - obtaining certificates of destruction
The way to destroy records depends on the record type

• The best way to destroy paper records is to
  • burn them or
  • use a cross-cut shredder (if it’s not cross-cut, records can be reconstructed)
• There are several ways to destroy electronic records
  • Degaussing virtually eliminates the magnetic field to destroy data on magnetic media
  • Grinding hard drive platters
  • Incinerating
  • Shredding
  • Sanitizing Overwrites (this requires multiple overwrites using specialized software)
  • Selective Wipes are similar and would be done when you need to preserve some of the data on the media
• Portable Media includes CDs, disks, DVDs, hard drives, tapes and USB devices
• Computers and Servers include desktops, PCs, laptops and file servers
• and don’t forget the media holding your backup data
Deletion of files just doesn’t cut it

• Computers need to be wiped several times before they can be sold or re-used

• Paper and CDs and be destroyed with a cross-cut shredder to prevent reconstruction
OUTSOURCING

- The National Association for Information Destruction Canada
- Accredited vendor
- Contract
  - Responsibilities
  - Safe collection of records
  - Safe destruction
  - Methods of security records pending destruction
  - Limited timeframe
  - Certificate of Destruction

You might decide to outsource destruction
- The National Association for Information Destruction provides excellent guidance
- Find a vendor that is accredited by them and
- have a contract with the vendor to outline
  - Responsibilities
  - Safe collection of records
  - Safe destruction of records
  - Methods of securing records pending destruction
  - Timeframe for destroying records and
  - Completion of a certificate of destruction

Check out the Forms Tab in the Privacy Toolkit for a customizable Certificate of Destruction you can use
• CDs look beautiful when used in craft projects but data on them should be destroyed first.

• And we all need to be responsible about how we destroy sensitive information.
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/

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