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# OUR RESPONSIBILITY FOR YOUR PERSONAL HEALTH INFORMATION

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In Canada, the privacy of your personal information is a fundamental right. The privacy of personal health information in Newfoundland and Labrador is governed by the Personal Health Information Act (PHIA) and its regulations. As your Physician, I am required to keep your personal health information secure and confidential and to comply with PHIA. I give you the following assurances when you provide me or my staff with your personal health information.

## We will:

- Collect only the minimum amount of personal health information required for your care and treatment.
- Provide you with access to your health record, with limited exceptions; and if requested, make copies. (A fee may apply).
- Guide you through a request for a correction of, or addition to, your personal health information.
- Share your personal health information only with those who have a need to know for the purposes of providing or supporting your care, or as required by law.
- Ask your permission to share your personal health information for other purposes.
- Discuss with you how to control the use and further disclosure of your personal health information when requested.
- Properly safeguard and safely destroy your records using an industry recognized method.
- Advise you if your personal health information is stolen, lost, or improperly accessed or disclosed.
- Provide you with our clinic's privacy policies and procedures upon request.

**Clinic Privacy Officer:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_