

PRIVACY PRACTICE STATEMENT (In Accordance with PHIPA, 2004)

Child & Community Resources (CCR) is a non-profit community agency funded by MCCSS (Ministry of Children, Community and Social Services) and the City of Greater Sudbury. The Agency provides many services and support to parents, children, and professionals to enhance and support a good quality of life for children in the early years.

WE CARE ABOUT YOUR INFORMATION

When it comes to collecting, using, disclosing, and securing your personal health information, Child & Community Resources follow the Personal Health Information Protection Act, 2004 (PHIPA), to make sure that your information is kept secure and confidential.

REVIEWING MY INFORMATION

You can ask to review your personal health information by making a written request to Child & Community Resources. We will respond within 30 days.

CORRECTING MY INFORMATION

You have the right to correct personal health information. For example, you can correct your birth date if it is incorrect. However, you cannot correct an opinion, or an observation made by a health care professional in good faith about a client.

WHAT IS PERSONAL HEALTH INFORMATION?

Personal health information is any verbal, written, or electronic information that includes health or health care history about you or a family member.

CHILD & COMMUNITY RESOURCES MAY COLLECT:

- Client name
- Date of birth
- Primary address
- Guardian's name and contact information
- General information about the home environment
- Information about child and family health
- Developmental and social history
- Assessments
- Treatment and care information
- Relevant information from other sources (e.g., schools, physicians, etc.)

SHARING MY INFORMATION

You can withdraw your consent for us to share some or all of your personal health information with certain people.

PROTECTING MY INFORMATION

Child & Community Resources is committed to maintaining the confidentiality and security of personal health information and has a number of practices in place to protect the privacy of your information. All paper records are maintained in locked files. All electronic records require passwords for access. Secure and permanent disposal occurs once records are no longer required.

COMMENTS OR CONCERNS?

Child & Community Resources is committed to resolving all privacy-related concerns or complaints.

If you would like to make a comment or request further information about our privacy policies, please contact:

privacy@ccrconnect.ca

Complaints can also be directed to Ontario's Information Privacy Commissioner at:

2 Bloor Street East, Suite 1400

Toronto, ON M4W 1A8

Phone: 1.800.387.0073

www.ipc.on.ca