

## **OUR COMMITMENT TO YOUR PRIVACY**

### **Ontario's New Personal Health Information Protection Act**

#### **OUR COMMITMENT TO PRIVACY:**

Five Counties Children's Centre must collect and use information about clients and their families in order to provide the best care possible. This Centre is committed to ensuring that the privacy of clients and families is protected through practices and policies related to collecting, using, sharing and storing your child's and family's information. These privacy practices are consistent with new Ontario legislation, the *Personal Health Information Protection Act (PHIPA)*.

#### **PROTECTING YOUR PRIVACY:**

We ensure that all information concerning clients and families remains confidential. We provide you with a copy of all reports written at Five Counties Children's Centre concerning your child. We will answer your questions or look into any concerns you may have about your child's information.

#### **SHARING INFORMATION:**

As a new client of Five Counties Children's Centre, you are asked to sign our standard consent form. This form states that you consent to assessment and treatment by Five Counties Children's Centre staff. Treatment will be discussed with you and agreed upon prior to proceeding.

On this consent form there is also a list of those to whom you would like copies of our reports to be sent. This list can be updated at any time should you wish to add someone to receive reports or delete someone from this list. Please check with anyone in reception in the Peterborough or Lindsay offices or speak to your therapist/resource teacher if you would like changes made to the consent list.

This form is also used to obtain information about your child from other agencies or doctors. A signed, original consent form is needed for each request for information. Your therapist/resource teacher will discuss this with you and will obtain your signature if you agree that this sharing of information would be beneficial to your child's service plan.

#### **FOR MORE INFORMATION:**

Should you have any questions or concerns about our policies concerning confidentiality, please contact Christine Kearsley, Supervisor of Clinical Records, in the Peterborough Centre at (705) 748-2337, ext. 220 or toll free at 1-888-779-9916, ext. 220 or speak to your therapist or resource teacher.