

Policy and Procedure

Title:	Privacy Officer	
Policy Number:	06.005	Section: Information Management
Effective Date:	April 22, 1999	
Revised Date:	September 14, 2023	
Approving Body:	President and Chief Executive Officer of CancerCare Manitoba (CCMB)	
Authority:	<i>The Health System Governance and Accountability Act (Manitoba)</i>	
Contact:	Privacy Officer, CCMB	
Applicable to:	All CCMB Corporate and Clinical Staff	

1.0 BACKGROUND:

1.1 *The Personal Health Information Act (Manitoba) (PHIA)* requires that CancerCare Manitoba (CCMB) designates one of its employees as a privacy officer whose responsibilities include:

- dealing with requests from individuals who wish to examine and copy or to correct personal health information under PHIA; and
- generally facilitating the CCMB's compliance with PHIA.

2.0 PURPOSE:

2.1 To ensure that CCMB appoints a Privacy Officer to facilitate compliance with PHIA.

3.0 DEFINITION:

3.1 Personal Health Information: Recorded information about an identifiable Individual that relates to:

- the Individual's health, or Health Care history, including genetic information about the Individual;
- the provision of Health Care to the Individual; or
- payment for Health Care provided to the Individual;

and includes:

- the PHIN (personal health identification number) and any other identification number, symbol or particular assigned to an Individual; and
- any identifying information about the Individual that is collected in the course of, and is incidental to, the provision of Health Care or payment of Health Care;

and for further clarity, includes:

- personal information such as financial position, home conditions, domestic difficulties or any other private matters relating to the Individual which have been disclosed to CCMB; and

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- for the purpose of the Confidentiality policy any Personal Health Information exchanged verbally about the Individual.

4.0 **POLICY:**

4.1 CCMB shall designate a Privacy Officer and an alternate.

4.1.1 The alternate is the Manager of Health Information Services.

4.2 The responsibilities of the Privacy Officer are to:

4.2.1 Encourage compliance to PHIA.

4.2.2 Respond to requests from individuals for access to and correction of Personal Health Information maintained by CCMB.

4.2.3 Ensure orientation and ongoing training is in place for employees and persons associated with CCMB in terms of CCMB's policies and procedures concerning PHIA.

4.2.4 Ensure that CCMB conducts an audit of its security safeguards at least every two (2) years.

4.2.5 Work with the CCMB Leadership Team/Executive Office during an investigation of a privacy matter.

4.2.6 Ensure privacy policies and procedures are up-to-date and accurate.

4.2.7 Respond to Ethics/Conduct confidentiality events in the Incident Reporting System as required.

4.2.8 Provide an annual report/summary to the President and CEO, or designate, and the Board of Directors, of PHIA-related events and breaches.

5.0 **PROCEDURE:** Not applicable.

6.0 **REFERENCE:**

6.1 *The Personal Health Information Act (Manitoba)*

<https://web2.gov.mb.ca/laws/statutes/ccsm/p033-5.php?lang=en>

Documentation:	
1.	The original signed and approved document is on file in the Policy Office, CCMB.
2.	The e-copy is on file in the CCMB Governing Documents Library on SharePoint.

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Revision History:

Date	Version	Status	Author	Summary of Changes
22/04/1999	1			
25/01/2011	2	Minor Revision	L Costa	
20/10/2014	3	Minor Revision	L Costa Policy Team	Minor revisions only.
29/03/2018	3	Minor revision	S.Friedenberger	Reformatted to new template
17/01/2019	4	Minor revision	Policy Office	Change in Privacy Officer/Contact
28/08/2023	4	Major Revision	Jason Berry	Removed procedures, contact information, background and purpose updated.

Executive Sponsor: This Policy was approved/endorsed by:

Date	Name / Title
September 14, 2023	Brent Gibson, Chief of Corporate Services and Finance

Approved by:

Date	Name / Title	Signature
September 14, 2023	Dr. Sri Navaratnam, President and Chief Executive Officer, CancerCare Manitoba	<i>"Original signed by Dr. Sri Navaratnam"</i>