

Number:	ADM-126
Title:	Protection of Personal Health Information
Person responsible for enforcement:	Secretary General
Entered into force:	September 25, 2024
Approved:	September 25, 2024 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Policy statement

This regulation confirms Saint Paul University's continued commitment to respecting the confidentiality of personal health information.

2. Legal framework

2.1 Saint Paul University confirms its full compliance with the Ontario *Personal Health Information Act, 2004* (PHIPA), and its regulations. The present regulation is not intended to restate the provisions of PHIPA or any other law or regulation on the protection of personal health information that may apply to Saint Paul University.

3. Regulation

3.1 Protection of personal health information

The University is committed to maintaining and protecting the integrity and confidentiality of personal health information. If a person believes his or her privacy rights have been violated, the person may file a written complaint with the Secretary General who, in turn, will investigate the complaint.

3.2 Responsibilities and delegation of powers

- i) The Secretary General is responsible for the oversight of access to information and privacy matters at Saint Paul University.
- ii) For the purposes of PHIPA, the "person accountable" for compliance with the requirements of PHIPA is the Rector of the University. The Rector delegates to the Secretary General all powers and duties related to the University's compliance with the requirements of PHIPA. This delegation is pursuant to PHIPA and does not in any way limit the authority of the Rector as the designated "head" from exercising any of the delegated powers and duties under PHIPA.

3.3 Notice of collection of personal information



Personal information is provided by clients of the Saint Paul University Counselling and Psychotherapy Centre. This information is used to provide services.

Anyone with questions about the collection and use of their personal health information should contact the director the Counselling and Psychotherapy Centre, who is responsible for its collection and use and has a detailed procedure for information management and compliance with PHIPA. Any questions of a general nature concerning the collection, use and disclosure of personal health information should be addressed to the Secretary General.