



## PRIVACY POLICY

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<b>POLICY:</b>	<b>CONFIDENTIALITY</b>
<b>PROCEDURE:</b>	<b>RIGHT TO PRIVACY</b>
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<b>DATE ISSUED:</b>	<b>December 2000</b>
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### OUR COMMITMENT

Huron Hospice is committed to protecting the privacy of the personal information of its employees, clients, volunteers, donors, and other stakeholders. We value the trust of those we deal with and of the public and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our various service deliveries, projects, events and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

Personal information may be collected, used or shared with the written consent of the volunteer, staff or client/caregiver and must only be used for the purposes for which the volunteer, staff or client/caregiver has given consent.

### DEFINING PERSONAL INFORMATION

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to the individual. The exceptions are: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Where an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided is business contact information and is not therefore subject to protection as personal information.



## PRIVACY PRACTICES

Personal information gathered by Huron Hospice is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals the opportunity to opt not to have their information shared for the purposes beyond those for which it was explicitly collected.

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<b>PROCEDURE:</b>	<b>ACCESS TO CONFIDENTIAL INFORMATION</b>
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Huron Hospice must:

- Collect only the information necessary to the identified purpose
- Make it easy for volunteers, paid staff and clients/caregivers to review their own records and make any additions or deletions
- Control access to information
- Disclose a personal record only as required by a summons, order, direction, notice or similar requirement in connection with a matter that is before the Courts