



**CHILD AND FAMILY CENTRE  
CENTRE DE L'ENFANT ET DE LA FAMILLE  
NGODWEAANGIZWIN AASKAAGEWIN**

**STATEMENT OF PERSONAL HEALTH INFORMATION PRACTICES**

<b>POLICY</b>	The Child and Family Centre (CFC) is committed to respecting, safeguarding and protecting your personal health information (PHI) and complying with the Personal Health Information Protection Act, (PHIPA) 2004, which requires that PHI be kept private and secure. CFC will take all reasonable steps to ensure your PHI is protected against theft, loss and unauthorized use or disclosure.
<b>PERSONAL HEALTH INFORMATION (PHI)</b>	CFC only collects PHI to provide the requested mental health services. Personal Health information is information pertaining to your health. We will not collect more information than is necessary to meet our purpose.
<b>COLLECTION OF PHI</b>	CFC collects information about you or your child/adolescent, directly from you, your child or from someone acting for you, indirectly, i.e. from other services or from your school, where you have given CFC permission or where the law allows.
<b>DISCLOSURE OF PHI</b>	CFC shall disclose PHI to staff and consultants employed by CFC for consultation and supervision; to professionals in your 'Circle of Care unless you tell us not to. The Circle of Care does not include Children Aid Societies (CAS), Education, Employee Assistance Programs (EAP) or the Youth Justice System. For individuals or agencies outside the Circle of Care, CFC must get your written permission to release any PHI.
<b>ACCESS TO AND CORRECTION OF PHI</b>	You have the right to access and correct your PHI. To do so, contact your assigned worker or the Privacy Officer. There may be circumstances where you may not be able to access your information, or where CFC will not be able to make the requested corrections. Reasons will be given if these circumstances exist.
<b>WITHDRAWAL OF CONSENT</b>	You can withdraw or withhold your consent about your PHI at any time, or from any service provider; you can request that specific sensitive information be blocked although your name, date of birth, address and service providers you are involved with will be accessible in your electronic file.
<b>PRIVACY CONCERNS OR COMPLAINTS</b>	If you have any questions or concerns regarding the privacy and/or information practices at CFC, please contact:  Privacy Officer Child and Family Centre 319 Lasalle Blvd, Unit 4 Sudbury, ON P3A 1W7 705-566-5866
<b>PRIVACY COMMISSIONER</b>	If you are not able to resolve a privacy issue directly with our Centre, you may contact: Office of the Information and Privacy Commissioner of Ontario 2 Bloor St. East, Suite 1400 Toronto ON M4W 1A8

**PLEASE CONSULT OUR PRIVACY PAMPHLET WITH CFC'S COMPLETE STATEMENT OF PERSONAL HEALTH INFORMATION PRACTICES FOR MORE DETAILS.**