

Personal Health Information Public Statement [PHIPA]

General Practices:

Erie's North Shore Housing Inc. is regulated by the *Personal Health Information Protection Act (PHIPA)*. The Act is intended to help keep the personal health information of service participants private, confidential and secure by imposing rules relating to its collection, use and disclosure.

Personal health information is collected, disclosed and used by Erie's North Shore Housing Inc. with consent, except in limited circumstances as specified in the PHIPA regulations. This information is utilized and necessary to provide effective and accountable program service delivery. A service participant may withdraw consent at any time by providing notice to Erie's North Shore Housing Inc.

Erie's North Shore Housing Inc. safeguards personal health information to protect against unauthorized use, disclosure, copying, modification, theft and loss.

Contact Person:

Erie's North Shore Housing Inc. has an assigned personal health information contact person. Individuals should direct any inquiries or complaints pertaining to personal health information to the contact person via the Erie's North Shore Housing Inc. office.

Access To Records:

A service participant of Erie's North Shore Housing Inc. can request access to his or her record of personal health information. Requests must be provided in writing to the Contact Person. A review of the record will be made available in compliance of the PHIPA regulations within thirty days.

Correction Of Records:

Service participants can request a correction to their record of personal health information when they believe an error or omission has occurred. The request must be provided in writing to the Contact Person and is subject to the PHIPA regulations.

Contacting The Information and Privacy Commissioner:

Complaints regarding the use, collection, disclosure, modification, retention or disposal of personal health information can be submitted in writing to the Information and Privacy Commissioner at:

**Information and Privacy Commissioner/Ontario
2 Bloor Street East
Suite 1400 Toronto, Ontario
M4W 1A8**