



College of Paramedics of Manitoba		
Policy Name: Privacy Confidentiality	Policy Number: GP-3	Total # of Pages: 4
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 PURPOSE

To describe the policies and procedures Council and Committee members must follow related to privacy and confidentiality.

2.0 DEFINITIONS

N/A

3.0 POLICY

3.1 Council and Committee members owe the College a duty of confidence; not to discuss or disclose with another person or entity or use for their own purpose confidential information concerning the business and affairs of the College received in their capacity as a Council or Committee member unless otherwise authorized by the Council.

3.2 All College of Paramedics of Manitoba Council and Committee members will sign a pledge of confidentiality annually.

4.0 PROCEDURE

4.1 Confidentiality extends to all information not readily available to the public and includes information regarding members, employees and business affairs of the College.

4.2 All matters discussed before an In-Camera session of the Council are confidential until disclosed in an open session of the Council.

4.3 All matters before a committee are considered confidential until disclosed before an open session of the Council.

4.4 All matters which are subject to the open sessions of the Council are not confidential but only the Council Chair may speak on behalf of the Council. No Council member may make any statement to the media or the public in his or her capacity as a Council member unless they have been delegated to do so by the Council Chair



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- 4.5 Only the Council Chair and the Executive Director/Registrar may speak on behalf of the College, unless they delegate the authority to another council member or employee as may be needed in the circumstances.
- 4.6 A Council and/or Committee member is subject to section 140(2) of the *Regulated Health Professions Act of Manitoba* and, as such, will familiarize themselves with the section prior to signing the Pledge of Confidentiality. The Pledge of Confidentiality, appended to this policy, will include, at a minimum:
 - 4.6.1 An attestation that the Council or Committee member understands that any and all information accessed is to be considered private and confidential;
 - 4.6.2 An agreement not to collect, use, disclose or destroy information except in accordance with the Act, its regulations, and any applicable policies;
 - 4.6.3 An acknowledgement that failure to comply with the Act or any applicable policy may result in forfeiting any protection from liability referenced in section 174 of the Act.
- 4.7 All Council and Committee members are responsible for maintaining the security of any information accessed, handled or viewed in the course of their work.
- 4.8 Council and Committee materials will be accessed and viewed through the College's secure SharePoint site and, as a rule, should not be saved on personal computers. If working documents are saved, they should be immediately destroyed once the documentation has been finalized.
- 4.9 Any printed copies of sensitive materials sent by courier or personally delivered are to be returned to the College for confidential shredding.
- 4.10 Sensitive electronic documents shall be appropriately encrypted, and password protected.



PLEDGE OF CONFIDENTIALITY

This pledge is a requirement of all employees, College Council members, committee members and any volunteers who have access to confidential or sensitive information at the College of Paramedics of Manitoba.

I UNDERSTAND that any and all information which I may have access to while carrying out any duties on behalf of the College of Paramedics of Manitoba (CPMB) is considered private and confidential.

Section 140(2) of the *Regulated Health Professions Act of Manitoba* states:

140(2) Every person employed, engaged or appointed for the purpose of administering or enforcing this Act, and every member of a council, a committee of a council or board established under this Act, must maintain as confidential all information that comes to his or her knowledge in the course of his or her duties and must not disclose this information to any other person or entity except in the following circumstances:

- (a) the information is available to the public under this Act;
- (b) the information is authorized or required to be disclosed under this Act;
- (c) disclosure of the information is necessary to administer or enforce this Act or the regulations, by-laws, standards of practice, code of ethics or practice directions, including where disclosure is necessary to register members, issue certificates of registration or practice, permits and licenses, grant approvals or authorizations, deal with complaints or allegations that a member is incapable, unfit or incompetent, deal with allegations of professional misconduct, or govern the profession;
- (d) disclosure of the information is
 - a. necessary to administer or enforce *The Health Services Insurance Act* or *The Prescription Drugs Cost Assistance Act*, or
 - b. to the medical review committee established under *The Health Services Insurance Act*;
- (e) disclosure of the information is:
 - a. necessary to administer or enforce *The Health Services Insurance Act* or *The Prescription Drugs Cost Assistance Act*, or
 - b. to the medical review committee established under *The Health Services Insurance Act*;
- (f) the information is disclosed to a body that has statutory authority to regulate
 - a. a profession in Manitoba, or
 - b. the practice of the same or a similar health profession in any other jurisdiction, if disclosure is necessary for that body to carry out its responsibilities;



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- (g) the information is disclosed to a person who employs or engages a member to provide health care, or to a hospital or regional health authority that grants privileges to a member, if the purpose of the disclosure is to protect any individual or group of individuals;
- (h) the information is disclosed to a department of the government, a regional health authority or another agency of the government, or any department or agency of the Government of Canada or province or territory of Canada, dealing with health issues if:
 - a. the purpose of the disclosure is to protect any individual or group of individuals or to protect public health or safety, or
 - b. the information concerns the practice of a health profession in any jurisdiction, and the information does not reveal personal health information.
 - c. disclosure of the information is necessary to obtain legal advice or legal services;
 - d. the information is disclosed with the written consent of the person to whom the information relates.

I AGREE not to collect, use, disclose or destroy any information except in accordance with the Act, its regulations, and any applicable policies of the College of Paramedics of Manitoba.

I ACKNOWLEDGE that failure to comply with the Act, its regulations or any applicable policy may result in the immediate termination of this agreement and will include forfeiting any protection from liability outlined in Section 174 of the *Regulated Health Professions Act of Manitoba*.

Print Name

Date

Signature