I. PURPOSE

Clinical clerks are required to respect the privacy policies in place at each institution in which they see patients.

II. DEFINITIONS

LHSC  London Health Sciences Centre

III. STATEMENT

1. Patient information should never be shared with those not involved in that patient’s care.

2. Do not share your passwords for accessing patient information.

3. Do not share patient data on a hard drive or PDA.

4. Printed patient lists must be disposed of in confidential waste bins after use.

5. Do not access charts of patients not in your care (i.e., family member, friend, your own record).

6. **St. Joseph’s Health Care:** is responsible for personal health information under its control and is committed to a high standard of privacy for their information practices. The hospital has adopted the ten principles set out in the Personal Health Information Act, 2004. The policy is available for viewing at: [http://www.sjhc.london.on.ca/your-visit/privacy-information-patients-families-and-visitors/privacy-policy](http://www.sjhc.london.on.ca/your-visit/privacy-information-patients-families-and-visitors/privacy-policy)

7. **London Health Sciences Centre:** is responsible for personal health information under its control and is committed to a high standard of privacy for their information practices. The hospital has adopted the ten principles set out in the Personal Health Information Act, 2004. The policy is available for viewing at: [www.lhsc.on.ca/privacy/friendly.htm](http://www.lhsc.on.ca/privacy/friendly.htm)