

Scarth McKillop Psychologists

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Privacy Policy

Dr. Karen Scarth and Dr. Jeffrey McKillop recognize the importance of privacy and the sensitivity of your personal information.

YOUR PRIVACY RIGHTS

The privacy of personal information collected by psychologists is guaranteed by the *Regulated Health Professions Act*, the *Psychology Act*, and the *Health Information Protection Act*. As psychologists practicing in the province of Ontario we are required to observe strict ethical guidelines to maintain your privacy. Only with your consent can we share information with another person.

WHY DO WE NEED PERSONAL HEALTH INFORMATION?

In providing psychological services we need to collect personal health information for various reasons including: compiling a history of your health, understanding your needs, and to meet regulatory requirements.

WHAT INFORMATION DO WE COLLECT?

We collect information such as age, identification numbers, place of birth, family history, and your current and past physical and emotional health. We must collect and use personal and health information to provide psychological services.

HOW DO WE COLLECT INFORMATION?

We collect information in the normal course of your assessment and treatment. Information regarding your treatment needs is generally gathered from yourself directly. There may be circumstances in which family members, a legal representative, or other health care providers may also provide information to us in order to facilitate your assessment and treatment.

CONSENT

We ask individuals to specifically consent, if we collect, use, or disclose their personal health information. Permission may be expressed in writing or be implied and may be given to us verbally, electronically, or through an authorized representative. Individuals may withdraw permission to collect, use, and disclose their personal health information at any time.

USE OF INFORMATION

We use information to provide psychological treatment and services to our clients and to administer client accounting. Where services are paid by a third party, we may invoice these third parties directly. No information regarding the content of treatment is provided, only your name, identification, dates of treatment, and costs of services.

DISCLOSURE OF INFORMATION

Under certain circumstances, we may be required to disclose personal and/or health information. For example:

- If we are concerned about your personal safety due to risk for suicide.
- If we are concerned that you may seriously harm another person.
- If we are concerned that a child is being abused.
- If you report that you have been sexually abused by another health practitioner and tell us the name of that person.
- If our clinical notes or records are ordered by a judge during a criminal or civil trial.

As regulated members of the College of Psychologists of Ontario we are required to submit to quality assurance reviews. This may mean that we are interviewed by another psychologist representing the College of Psychologists of Ontario. Administrative practices are discussed as part of this review and files may be reviewed to ensure proper standards are met for file maintenance. All members of the College of Psychologists are required to keep utmost standards of confidentiality for any files they may review as part of this process.

IS MY INFORMATION SECURE?

We take all reasonable precautions to ensure that your information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are: premise security; restricted file access with all files stored on-site in locked cabinets; and technological safeguards such as computer passwords and security software. Closed files are stored off site within a secure professional storage facility for a period of 10 years after which they are destroyed.

If psychological services are provided through electronic technology, we use applications and software platforms that are secure and fully compliant with provincial and federal privacy laws.

ACCESS TO INFORMATION

You are entitled to view your file upon request and correct any information on file which may be inaccurate. If you have any questions or concerns regarding your information or our policy regarding collection and use of personal and/or health information, you may contact our Health Information Officer:

Dr. Jeffrey McKillop, 1095 The Parkway, London ON N6A 2W8, T: (519) 679-5148, F: (519) 435-0057

ACKNOWLEDGMENT

Please indicate that you have read and understand this document by entering your name or signature and the current date below. You can submit this document electronically to either karen.scarth@protonmail.com or jeff.mckillop@protonmail.com or by facsimile to (519) 435-0057.

Name

Date