

For more information about the collection, use, disclosure and protection of your personal health information under *The Health Information Protection Act*, please talk to any trustee that has custody of your personal health information or contact the Ministry of Health using one of the following methods:

Ministry of Health Chief Privacy & Access Officer

T.C. Douglas Building
3475 Albert Street
Regina, Saskatchewan
CANADA S4S 6X6

Phone: (306) 787-2137 **Fax:** (306) 787-4534

E-mail: HIPAFOIhelp@health.gov.sk.ca

If you are dissatisfied with the response you receive from a trustee, you may contact the office of the Information and Privacy Commissioner at:

The Office of the Information and Privacy Commissioner
#503 – 1801 Hamilton Street,
Regina, Saskatchewan, S4P 4B4
(306) 787-8350



The Health Information Protection Act (HIPA)



The privacy and protection of your personal health information is a priority in Saskatchewan. When you receive health services in the province, you have a right to expect the appropriate use and safekeeping of your personal health information. *The Health Information Protection Act* (HIPA), which came into force on September 1, 2003, provides rules and guidelines that govern the collection, use and disclosure of personal health information in Saskatchewan.

How does HIPA protect my personal health information?

HIPA places duties or responsibilities on organizations and individuals in the health system to protect the privacy of your personal health information.

Personal health information is defined as information about the mental or physical health of an individual, which is identifiable to that individual. *The Act* applies to personal health information held by any trustee in Saskatchewan, regardless of format. All parts of *the Act* apply equally to all media including paper, microfilm, x-rays and electronic records.

The Act calls them trustees to reflect the fact that they hold your personal health information “in trust” and *must manage it with your best interests in mind*. Examples of a trustee include: Saskatchewan Government Ministries; Regional Health Authorities; hospitals; health professionals (e.g. physicians, dentists, nurses, pharmacists); and ambulance operators.

HIPA identifies several rules that trustees must follow for the collection, use and disclosure of your personal health information. Among them are:

- The primary purpose for collecting personal health information must be for the benefit of the individual.
- Trustees should only collect, use or disclose personal health information required to provide you with a service.
- Trustees must also have practices in place that will ensure the safekeeping of personal health information.



What are my rights under HIPA?

HIPA identifies specific rights that individuals have with respect to their personal health information. These rights include:

- The right to revoke consent for the collection, use and disclosure of your personal health information.
- The right to be informed about the anticipated uses and disclosures of your personal health information.
- The right to refuse to provide the Health Services Number as identification for a non-health service.
- The right to access personal health information about oneself.
- The right to request amendments to records of personal health information about oneself.
- The right to request a review by the Information and Privacy Commissioner about a decision by a trustee and the right to appeal to a court.
- The right to designate another person to make decisions about one's personal health information.

These rights are important because they ensure that you will be involved in decisions about your personal health information. Examples of personal health information include: the medical record held by a physician; a patient record held by a hospital; registration information (i.e. Health Services Number) held by the Ministry of Health to register individuals for insured services; and records of prescriptions filled by a pharmacist.