

## **Responsibilities Concerning the Handling and Disposal of Patient Personal Information**

1. The hospital retains the property right to the physical record or any media on which information is stored, however, the information belongs to the patient.
2. You may only access patient information when participating in the "Circle of Care" i.e. as a member of the healthcare team involved in the care of a particular patient or in your role as a member of the healthcare team.
3. Making copies of patient information for other than support of patient care is prohibited, without authorization.
4. If copies are made, then you have certain legal responsibilities:
  - (a) Copies must only be retained for the period that they are required. After which you must destroy those copies by depositing them in locked "confidential waste" receptacles (NOT Blue boxes), for secure disposal.
  - (b) If copies are to be taken offsite, you should anonymize or de-identify them where possible and you must ensure they are disposed of by shredding or another form of obliteration.