



How We Protect Your Privacy

St. Michael's Homes is committed to protecting your privacy and personal health information.

We collect and use your personal health information in order to serve you. When we collect this information, you have the right to expect that it will be carefully protected.

The Ministry of Health requires service providers such as St. Michael's Homes to record some of this information in Catalyst, a secure, password protected, client management system. This includes basic information such as your name, address and telephone number, certain facts from your medical, legal, and social history, and information about the services we provide to you.

Only designated St. Michael's Homes staff and healthcare professionals within your circle of care have access to this information. This may include other Health Service Providers where you have accessed services. Our funders have access to statistical data that does not identify you personally.

We will share information about the services we provide to you with your other healthcare providers when it is necessary for them or for us to provide healthcare services to you. If you do not want us to share information with your other healthcare providers, you have the right to direct us to not share that information.

With your consent we will share information about your stay at St. Michael's Homes with a referring agency, a primary worker, or with other persons as you see fit. You have the right to revoke your consent to this sharing at any time.

There are some rare circumstances in which we are required by law to share your information with medical personnel or police.

St. Michael's Homes participates in the Integrated Assessment Record (IAR), through which health services in Ontario share assessments with each other to support improved care. Our staff have access to assessments you have completed at other health services in the IAR.

When you complete one of the following assessments with our staff – the *Gain Short Screen*, the *Modified Mini Screen (MMS)*, or the *Gain Q3* – you will decide whether to share the assessment in the Integrated Assessment Record (IAR). If you give permission to upload your assessment to the IAR, this will allow your other healthcare providers to access the assessment. You may change your mind at any time.

We may also keep an individual paper file outlining your progress during the course of a stay at St. Michael's Homes. You may request to see a copy of this file. This file is kept secure in a staff office while you are in our programming, and then moved to a locked storage area until it is scheduled for shredding.

If you have a question about the collection and use of your personal health information, please feel free to speak to any of the staff.

If you have questions about the protection of your privacy, or concerns about your personal health information at St. Michael's Homes, please contact our Privacy Officer, David Bruce, Director of Operations at 416-926-8267 x103.