

NOTICE PURSUANT TO S. 12(2), *PERSONAL HEALTH INFORMATION PROTECTION ACT*, OF PERSONAL HEALTH INFORMATION PRIVACY BREACH

On May 17, 2013, health and social service organizations met to discuss the development of Health Links - a new way of planning and delivering health care in our community. Subsequently, on Friday, May 24th, at 4:30 pm the meeting notes and a link to copies of presentations were sent electronically to those in attendance. One presentation inadvertently contained patient data within a tabbed Excel spreadsheet, which included patient names and reason for visit.

This error was noted within 15 minutes of electronic distribution of the meeting notes to the organizations and the link to the data in question was disabled within 45 minutes of the sending of distribution. Each recipient was requested to follow specific instructions to delete and destroy any copies of the email containing the link, then confirm that they had done so. All organizations confirmed deletion and destruction. The hyper-link to the presentation in question was disabled within 45 minutes: the information could not be accessed after that point. The information was only provided to organizations that attended the Health Links information meeting. All of the organizations who attended this meeting are aware of the confidentiality of patient information and are covered by privacy legislation prohibiting disclosure.

The Hospital is confident all necessary steps have been taken to ensure no compromise to the privacy rights of any individual.

In future all patient information distributed for common healthcare planning will require two approvals prior to being released from the organization. We take our responsibility to protect the privacy of our patients' personal health information very seriously and want you to know we will continue to make improvements in this area. In addition, this matter has been reported to the Information and Privacy Commissioner of Ontario.

On behalf of our Hospital, I express my sincere regrets for this privacy breach.

If you would like to discuss this matter or have any question, please contact Linda Morrow at 613-525-2222 x4106.