

How do the 10 Principles of the Personal Information Protection and Electronic Documents Act Apply to Midwifery?

1. Accountability

An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.

2. Identifying Purposes

Identify to clients the purposes for information collection and limit the information gathering for those purposes only.

3. Consent

Clients must consent to the collection, use and disclosure of the information. This must be presented in a meaningful way in a manner that clients may reasonably understand how their information will be used and disclosed.

4. Limiting Collection

Collect only the information listed in your privacy policy and use it only for the stated purposes.

5. Limiting use, disclosure and retention

Specify how information will be used, how and when it will be disclosed, how long it will be kept and how it will be disposed.

6. Accuracy

Ensure that personal information is accurate, complete and up to date, taking into account its purpose and the interests of the individual.

7. Safeguards

Put procedures in place to ensure that information is protected from unauthorized access including physical measures such as locked files and technological controls such as passwords and e-mail encryption. Security safeguards should be appropriate to the sensitivity of the information.

8. Openness

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

9. Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information.

10. Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals for the organization's compliance.

This is not intended to provide legal advice. For legal advice, please speak to your own lawyer.