

NOTICE OF POLICIES AND PRACTICES TO PROTECT THE PRIVACY OF YOUR HEALTH INFORMATION

this notice describes how your health information may be used and disclosed and how you can access this information. please review it carefully.

Privacy Policy in Our Practice

At **On The Spectrum**, we are committed to protecting your privacy and ensuring the confidentiality of your **Personal Health Information (PHI)** in accordance with **Ontario's Personal Health Information Protection Act (PHIPA)** and other applicable laws. This notice explains how we collect, use, and disclose your PHI and your rights regarding this information.

I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

On The Spectrum may collect, use, or disclose your **Personal Health Information (PHI)** for treatment, payment, and healthcare operations with your consent.

Definitions:

- **Personal Health Information (PHI):** Identifiable health information, including medical history, treatment records, and mental health information.
- **Treatment:** The provision, coordination, or management of your healthcare. Example: Consulting with another healthcare provider regarding your care.
- **Payment:** Processing claims, verifying insurance, or collecting payment for services.
- **Healthcare Operations:** Administrative tasks such as audits, quality improvement, accreditation, and case management.
- **Use:** Sharing or analyzing PHI within **On The Spectrum**.
- **Disclosure:** Releasing or granting access to PHI to external parties.

II. Uses and Disclosures Requiring Authorization

We will obtain **your written authorization** before using or disclosing your PHI for purposes outside of treatment, payment, or healthcare operations. Examples include:

- Disclosing PHI to an employer, school, or third party.
- Sharing detailed therapy notes beyond what is required for treatment or billing.
- Using PHI for research purposes.

You may **revoke** an authorization at any time by submitting a written request, except when:

1. We have already acted based on your previous authorization.
2. The authorization was required for an insurance contract where the insurer retains rights under the policy.

III. Uses and Disclosures Without Consent or Authorization

Under Ontario's **Personal Health Information Protection Act (PHIPA)**, we may use or disclose PHI **without consent** in the following cases:

- **Child Abuse or Neglect:** If we believe a child may be in need of protection, we are required to report this to the **Children's Aid Society (CAS)**.
- **Risk of Harm to Self or Others:** If there is a serious and immediate risk of harm, we may disclose PHI to prevent injury or harm.
- **Health Oversight and Regulatory Bodies:** The **Ontario College of Social Workers and Social Service Workers (OCSWSSW)** or other regulatory bodies may access your records for professional oversight.
- **Legal Proceedings:** We may disclose PHI if required by a court order, subpoena, or other legal process.
- **Public Health & Safety:** If required by **Public Health Ontario** or another government body for disease prevention or outbreak control.
- **Law Enforcement:** If requested by law enforcement for missing persons investigations or legal matters.

IV. Your Rights Under PHIPA

As a resident of **Ontario, Canada**, you have the following rights regarding your **Personal Health Information (PHI)**:

- **Right to Access and Request Copies:** You may request access to your health records and obtain copies. Requests must be made in writing.
- **Right to Request Correction:** If you believe your health information is incorrect, you may request a correction.

- **Right to Withdraw Consent:** You can restrict or withdraw your consent for certain disclosures, except where required by law.
- **Right to Be Notified of Privacy Breaches:** You will be informed if a privacy breach occurs that could result in significant harm.
- **Right to File a Complaint:** If you believe your privacy rights have been violated, you may file a complaint with the **Information and Privacy Commissioner of Ontario (IPC)**.

V. Complaints and Questions

If you have concerns about how your PHI has been handled, you may file a complaint by contacting us:

On The Spectrum

420 Britannia Rd East, Suite 200

Mississauga, ON, L4Z 3L5

Phone: 888-784-5880

Email: info@onthespectrum.ca

If you are not satisfied with our response, you can also contact:

Information and Privacy Commissioner of Ontario (IPC)

Phone: 1-800-387-0073

Website: www.ipc.on.ca

VI. Effective Date, Restrictions, and Changes to Privacy Policy

is notice is effective as of [_____]

On The Spectrum reserves the right to update this privacy policy. Any changes will be posted in our office and on our website. A copy of the most current notice will be provided upon request.

Informed Consent for Privacy Policy

I, [Client/Guardian Name], have received, read, and understand the **On The Spectrum** Notice of Privacy Policy in compliance with Ontario's **Personal Health Information Protection Act (PHIPA)**.

Client/Guardian Signature: _____

Date: _____