

CATEGORY:	ORGANIZATIONAL: INFORMATION MANAGEMENT
SUB-CATEGORY:	DISCLOSURE OF INFORMATION
GROUP:	
DISTRIBUTION:	ALL EMPLOYEES/PHYSICIANS
TITLE:	ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT (ATIPPA)

PURPOSE

To facilitate compliance with the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA, 2015.)

POLICY

Please refer to the [Client/Patient/Resident Access to Records](#) (9-02-60) policy to respond to clients’/patients’/residents’ requests for access to their personal information/personal health information. Please refer to the [Responding to Client/Patient/Resident Requests for Correction of Personal Health Information](#) policy (9-01-60) to respond to individuals’ requests for correction of their personal information/personal health information.

When an individual makes a request for information under the ATIPPA, 2015 employees must direct the request to the Regional Manager Information Access and Privacy who serves as the ATIPPA Coordinator for Western Health. If, upon review, the ATIPPA Coordinator determines that the request is for information that may be disclosed via routine disclosure, the request will be forwarded to the appropriate management personnel in that particular program/service for follow up with the requestor and disclosure of the information as per Western Health’s disclosure of information policies. If not, the ATIPPA Coordinator must process the request under the ATIPPA, 2015.

The ATIPPA Coordinator must ensure that obligations under the ATIPPA, 2015 are met including, but not limited to:

1. Work with internal stakeholders to respond to the request, e.g. to gather records responsive to the request;

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2. Facilitate contact with the provincial Access to Information and Protection Office and other public bodies as required;
 3. Assist applicants through the process of making an access to information request by:
 - making a reasonable effort to assist the applicant;
 - responding in a timely manner; and
 - conducting a thorough search so as to return as complete a set of records as possible.

In the event that a client/patient/resident requests information about the ATIPPA, employees must:

1. Advise of the following ways to access further information:
 - Western Health’s website at: <http://westernhealth.nl.ca/index.php/clients-patients-and-visitors/your-privacy/access-to-information-and-protection-of-privacy-act-atippa>
 - The Government of Newfoundland and Labrador Department of Justice website at: <http://www.atipp.gov.nl.ca/forms/pdf/Form1-Access-to-Information-Request.pdf>
 - The Regional Manager, Information Access and Privacy or designate (who serves as the ATIPPA Coordinator for Western Health.)
2. As requested, provide to the ATIPPA Coordinator records that are responsive to the request and assist in preparation of the written response.

LEGISLATIVE CONTEXT

Access to Information and Protection of Privacy Act, 2015. Available at:
<http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>

Personal Health Information Act, 2008. Available at:
<http://www.assembly.nl.ca/legislation/sr/statutes/p07-01.htm>

KEY WORDS

access requests, access to information, ATIPPA, freedom of information

TO BE COMPLETED BY STAFF IN QUALITY DEPARTMENT

Approved By: Chief Executive Officer	Maintained By: Regional Manager, Information Access & Privacy
Effective Date: 18/March/2009	<input checked="" type="checkbox"/> Reviewed: 26/January/2018 <input checked="" type="checkbox"/> Revised: 18/June/2015
Review Date: 26/January/2021	<input type="checkbox"/> Replaces: <i>(Indicates name and number of policy being replaced)</i> OR <input checked="" type="checkbox"/> New