

Instructions

Process for Developing and Submitting the Endorsement Letters for a Privacy Impact Assessment (PIA)

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APPLICABLE SECTIONS FROM THE HEALTH INFORMATION ACT

60(1) “A custodian must take reasonable steps in accordance with the regulations to maintain administrative, technical and physical safeguards” to **protect health information**.

64(1) “Each custodian must prepare a **privacy impact assessment** that describes how proposed administrative practices and information systems relating to the collection, use and disclosure of individually identifying health information may affect the privacy of the individual who is the subject of the information.”

64(2) “The custodian must submit the privacy impact assessment **to the Commissioner** for review and comment before implementing any proposed new practice or system described in subsection (1) or any proposed change to existing practices and systems described in subsection (1).”

70(2) “Before performing **data matching** under this section, the custodian or health information repository in whose custody and control the information that is created through data matching will be stored must prepare a privacy impact assessment and submit the assessment to the Commissioner for review and comment.”

The Endorsement Letters are submitted to the OIPC to meet the custodian’s obligation to submit a privacy impact assessment under the Health Information Act.

PROCESS

1. When a custodian submits a PIA that describes an initiative including the participation of other custodians in the initiative, then the PIA can also describe how Endorsement Letters will be submitted to OIPC by participating custodians.
2. If the PIA describes how Endorsement Letters will be submitted to the OIPC, then the OIPC will determine if Endorsement Letters will be accepted by the Office for that initiative.
Note: This is assessed during the review of the PIA.
3. OIPC will look at the following to determine if Endorsement Letters are appropriate:
 - a) PIA describes how the initiative is implemented by participating custodians.
 - b) The custodian submitting the PIA must have an Organizational Information Management PIA accepted by the OIPC (AB).
 - c) The custodian signing the Endorsement Letter must have an Organizational Information Management PIA accepted by the OIPC (AB).

Note: These PIAs should be up to date and reflect the current practices of the custodian(s).

4. If there is a Lead Custodian for PCN or clinic:
 - a) The Lead Custodian must sign the Endorsement Letter.
 - b) The sign off should state the Lead Custodian is signing on behalf of all participating custodians at the clinic/PCN.
 - c) A list of participating custodians should be attached to the Endorsement Letter.
Note: The list is not required if the Organizational Information Management PIA has a list of custodians.
 - d) The Lead Custodian must describe how he/she will inform all other custodians of the PIA and Endorsement Letter.
5. Please find the template of Endorsement Letter with all instructions on the next page.
Recommendations for the Endorsement Letter content:
 - In the subject line of the letter, please include
Re: “Endorsement of {Name of the PIA and OIPC file number(s) that the custodian is sending the Endorsement Letter on}.”
 - It should include name and title of custodian(s).
 - Clinic or PCN name.
 - Mailing address of custodian(s).
 - Description of the initiative and why they are participating in the initiative.
 - Name of custodian’s Organizational and Information Management PIA and OIPC file number for the PIA.
 - Name of the PIA and OIPC file number(s) that the custodian is sending the Endorsement Letter on.

TEMPLATE EXAMPLE

{PCN logo}

{PCN Mailing Address}

{Date}

Ms. Jill Clayton
Commissioner
Office of the Information and Privacy Commissioner of Alberta
410, 9925 - 109 Street
Edmonton, Alberta, T2K 2J8

Dear Ms. Clayton:

Re: Endorsement of {Name of the PIA that the custodian is sending the Endorsement Letter on} that has been submitted by a Custodian(s) {e.g., Organization: AH, AHS, HQCA}.

PIA: OIPC File #####

PIA Amendment: OIPC File #####

Custodian {Organization} has submitted the Privacy Impact Assessment (PIA) to meet Requirements of the Health Information Act {s. 64 and/or s. 70(2)} for {description of the work}. For example: “Facilitating PCN access to the data from the {Custodian - Organization} will enable Alberta’s PCNs to match data related to their physicians specific patient panels with {Name of data repository, types of data, purpose of use, and description of the initiative}.”

Our PCN participating physicians believe that there is great value in this work and want to participate. {Name} PCN has reviewed the {Name} PIA, and we wish to participate in this initiative.

As a lead custodian for the PCN Participating Physicians, I will provide copies of the PIA and this letter to all custodians.

{(Appendix A: List of Participating Physicians.)}

Our Organization PIA(s) are listed as follows:

{OIPC file #} {PCN Organizational PIA name}

Please feel free to contact me if you require any further information.

Sincerely,

{Signature}

{Medical Director or Board Chair (contact info: name, title, email, mailing address, phone)}

{Name} Primary Care Network

Signed on behalf of {Name} PCN Participating Physicians/Custodians

Please email the letter to: pia@oipc.ab.ca and Cc: {contact persons for both parties}

1. PIA name and file number.
2. Custodian name who submitted PIA.

3. Description of the initiative and purpose of data use.

4. Expressed interest to participate.

5. Lead Custodian must inform other custodians about the PIA & Endorsement letter.

6. List of participating custodians is not required if the PCN/clinic PIA has a list of the custodians.

7. List PCN/clinic PIA name & OIPC file number(s).

8. Signed by the Lead Custodian on behalf of all participating custodians at PCN/clinic.

APPENDIX A

{Note: List of participating custodians is not required if the PCN/clinic PIA has a list of the custodians}

List of Participating Physicians

[illegible]