

RECORD SECURITY

CCP Staff will maintain secure storage for all client records.

REFERENCE

*Pathways to Wellness: An Updated Action Plan for Addictions and Mental Health
2014-2016*

Access To Information and Protection of Privacy Act (ATIPP)

PURPOSE

- To ensure confidentiality and security for all client information.

PROCEDURE

1. Health and Social Services Authorities should have a schedule detailing the location of all counselling records. A copy of this schedule should be provided to the Department.
2. In instances where there is no permanent counsellor in the community the following should be considered when deciding if files should be kept in the community:
 - ownership of the building (i.e. HSSA, health centre)?
 - Are there other agencies/departments located in the building?
 - How often a counsellor visits the community?
 - The size of the community and how many active files there are?
3. In instances where there are fly in services only, counsellors should not be traveling with files.
4. Keep all client records in a secure storage which adheres to the following secure storage measures:
5. All files must be in a locked file cabinet/storage inside of a locked room (double-locked).
6. Client information, case notes or other documentation should not be stored on the computer.
 - If a case note is saved briefly please ensure that it is saved onto a private drive or a password protected folder so that it cannot be accessed by any

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other individual. Once the case note is completed and printed the entire document must be deleted.

7. Waitlists, individual tracking forms that are used for clinical supervision to demonstrate case load may be saved but not on a drive accessible to other people unless they are password protected.
8. Files that need to be saved to send a secure file transfer should be deleted once the secure file transfer is complete.
9. Any additional hand written notes taken during sessions or otherwise, must be included in the file.

FORMS

- None

TOOLS

- Session Notes Template

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