

MINISTERIAL DIRECTIVE

Privacy Standards, Policies and Procedures

MD-2017-03

1. Background

The Department of Health and Social Services (Department) is developing operational privacy standards, policies and procedures to assist custodians of personal health information in complying with the *Health Information Act* and, where applicable, the Access to Information and Protection of Privacy Act for personal information.

The policies are being drafted in stages. The following attached Policies have been approved by the Deputy Minister and are effective on the date signed:

- Privacy Breach Policy
- Consent Conditions
- Electronically Stored and Transferred Information Policy
- De-Identification Policy
- Contractor Compliance Policy
- Privacy Impact Assessment Policy
- Masking Policy
- Mandatory Training Policy

The schedule to this Directive is a list of all of the other standards, policies and procedures that will be developed in the near future. Once they are approved and distributed by the Deputy Minister, they are subject to this Directive.

2. Purpose

The purpose of this Directive is to ensure that the Department and all Health and Social Services Authorities (HSSAs) have consistent privacy standards, policies and procedures to follow. The standards, policies and procedures and schedule to this Directive may be amended from time to time by the Deputy Minister.

This Directive requires that Department and HSSA staff follow the approved privacy standards, policies and procedures referred to in this Directive.

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3. Definitions

Health and Social Services Authorities refers to the Northwest Territories Health and Social Services Authority and Boards of Management under the *Hospital Insurance and Health and Social Services Administration Act*.

4. Exceptions and Restrictions

None.

5. Amendment

This Directive may be amended in writing by the Minister from time to time.

6. Effective Date

This Directive comes into effect on the date of signing.

<original signed by>
Glen Abernethy
Minister of Health and Social Services

May 8, 2017
Date

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SCHEDULE

Pending Privacy Standard, Policy or Procedure*
1. Data Excerpt Policy
2. Auditing Policy
3. Release of Information Policy, with appendix guidelines for: <ul style="list-style-type: none"> - Research vs. Health System Planning - Accessing Minor Information - Family of Deceased's Right to Information - Record of Disclosure - Release of Information to Information Privacy Commissioner - Disclosure of Information to Officials in Official Capacity
4. Withdrawing Consent Policy
5. Recording Device Policy
6. Electronic Information System Access Management Policy

*The title of the approved Privacy Standard, Policy or Procedure may vary slightly.