



MINISTERIAL DIRECTIVE

Privacy Standards, Policies, and Procedures MD 2023-04

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 following Policies have been approved by the Deputy Minister and are in force:

- Consent Conditions Policy (May 3, 2017)
- Contractor Compliance Policy (May 3, 2017)
- Electronically Stored and Transferred Information Policy (August 22, 2019)
- De-Identification Policy (May 3, 2017)
- Masking Policy (May 3, 2017)
- Mandatory Training Policy (May 3, 2017)
- Privacy Breach Policy (May 3, 2017)
- Privacy Impact Assessment Policy (May 3, 2017)
- Recording Device Policy (April 24, 2023)
- Withdrawing Consent Policy (April 24, 2023)

This Directive rescinds Ministerial Directive 2017-03 – Privacy Standards, Policies and Procedures signed on May 8, 2017.

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 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.

3. Definitions

Health and Social Services Authorities means the Territorial Health and Social Services Authority established under section 5(1), a Board of Management established under section 10(1) or referred to in subsection 10.2 or 10.3 of the *Hospital Insurance and Health and Social Services Administration Act*, or an organization, agency or firm contracted by the Minister pursuant to section 17 of the *Hospital Insurance and Health and Social Service Administration Act*.

4. Exceptions

None.

5. Amendment

The Minister may amend this Directive from time to time.

6. Effective Date

This Directive comes into effect on the date of signing.

7. Review of Directive

This Directive will be reviewed by the Department every 5 years.

<original signed by> _____
Julie Green
Minister of Health and Social Services

April 25, 2023 _____
Date