

Information Sharing Promising Practices

Knowledge

- Understand your legal authority to collect, use and disclose personal and/or health information
- Know professional standards and ethical codes, and information sharing policies and procedures of your organization
- Use common tools, training and terminology across all service providers
- Know who to approach within your organization for guidance
- Understand all partners' roles and responsibilities to strengthen understanding of what information is necessary to share



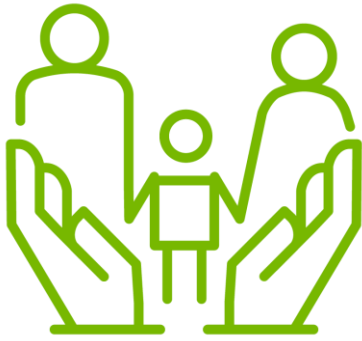
Purpose

- Clearly identify the purpose and rationale for sharing information
- Access to personal confidential information should be restricted to those who 'need to know' in order to fulfill the identified purpose
- Be able to differentiate between general and personal information

Notification

- Legal requirement under Alberta's privacy laws
- Three required components:
 - Purpose for collecting information
 - Legal authority to collect and share information
 - Contact information for a person in the organization who can answer questions
- The Information Sharing Toolkit contains a Notification FAQ on page 15-16 and a Notification Statement template on page 17



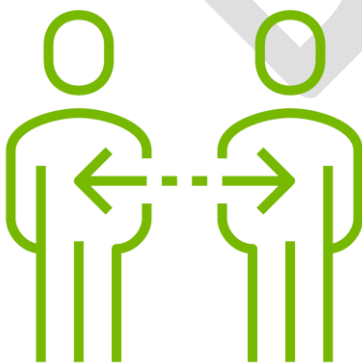


Responsibility

- Treat personal information confidentially and respectfully
- In addition to the responsibility to protect client privacy, there is also a responsibility to share information in certain cases. Do not let privacy get in the way of health or safety
- Exercise professional judgement and consult with colleagues or supervisors when in doubt

Communication

- Communicate with individuals about how their information may be collected, used and disclosed, and inform them of their right to request their own information
- Encourage individuals to understand the value of collaboration and information sharing
- Be honest and up front with individuals and their families about limits to privacy and confidentiality (e.g. health or safety)
- Understand all partners' roles and responsibilities to strengthen understanding of what information is necessary to share



Consent

- Determine if there is authority to proceed without consent
- If consent is not required, make a critical and purposeful decision as to whether or not you will use it
- If consent is required, use a consent form that meets the legislative requirements for all involved service providers
- Common Consent to Disclose Template on page 20 of the Information Sharing Toolkit