

Marianhill Inc. Privacy Guidelines and Principles

Marianhill collects personal health information about you in order to meet your care needs in the most effective way. We respect your personal privacy and do our best to safeguard it's confidentiality and security.

We collect and use your personal information to:

- Identify the most appropriate services for you;
- Make certain that you are eligible for those services;
- Share with other services or people (as you allow us to do) to organize your support
- Maintain billing and accounting information related to the services you use
- Conduct quality improvement activities

We'll explain to you why we ask for personal information and how we will use the information you give us. We will only ask for information that we need to provide service to you.

We'll keep your information accurate and up to date, allow only authorized people to see your information and always keep your information secure.

We'll ask for your permission to collect, keep, use and share information with others. The consent you give is valid until you withdraw it in writing.

We'll only use or share your personal information for the purposes for which you gave it to us, unless we are required to do so by law. We will keep your information only as long as required by law.

You may ask to see the information we have about you. If you would like to see this information, please contact the manager for your floor or program. If you feel that any information is incorrect or incomplete, we ask that you tell us. If possible, we will correct the information.

We will gladly share information about our privacy policies and procedures. Please contact our privacy officer, Linda M. Tracey at 613-735-6939 ext 321, ltracey@marianhill.ca, 600 Cecelia Street, Pembroke, Ontario, K8A 7Z3 for further information or if you have any comments or complaints about our privacy policies and procedures.