



## Fraser Health - Confidentiality Acknowledgement

The collection, use and disclosure of personal information under the custody and control of Fraser Health is governed by British Columbia's *Freedom of Information and Protection of Privacy Act (FOIPPA)* and the policies of the Fraser Health Authority.

Employees are required to ensure the confidentiality of personal information and exercise discretion when discussing the business of the Fraser Health Authority. In the performance of duties, all information is confidential and shall only be accessed on a "need to know" basis to carry out individual responsibilities. Under no circumstance, will employees permit unauthorized access to, or use of, personal or corporate information.

Information shall not be altered, copied, interfered with, destroyed or removed except as authorized.

Employees acknowledge their electronic personal user ID is equivalent to a legal signature. Personal user IDs shall not be disclosed to anyone nor shall an attempt to learn or use another person's user ID be made.

Employees acknowledge they have an obligation to report any unauthorized disclosures or demands for disclosure from outside of Canada, including subpoenas, warrants, or court orders to the Fraser Health Information Privacy Office. Employees are protected under FOIPPA and can not be disciplined for reporting or refusing to process unauthorized disclosures or foreign demands for disclosure.

Compliance with the *Confidentiality Acknowledgement* is a condition of employment, privileges and association with the Fraser Health Authority.

***I acknowledge that I have read and understand the Fraser Health Policy entitled Confidentiality and Security of Personal Information and understand the consequences for breach of this policy. I further acknowledge that I have read and understand the contents of this Confidentiality Acknowledgement Statement.***

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Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date