

# ***Caring for Your Information***

## **Notice to Employees and Medical Staff**



### **Collecting, Using, and Sharing Your Personal Information**

Island Health recognizes the sensitivity of its employees' and medical staff's (Employees) personal information and takes its responsibility for protecting this information very seriously. As a potential or current employee, when you seek or enter into an employment relationship with Island Health, we will collect, use, share and store your personal information for employment purposes under the authority of the BC *Freedom of Information and Protection of Privacy Act (FIPPA)* and as authorized under other laws in BC and Canada, such as the *Workers Compensation Act*, *Financial Administration Act*, *Employment Standards Act* and the *Canada Revenue Agency Act*.

Your information will be entered into various electronic information systems to assist authorized persons to readily access pertinent information about you, such as your personal contact information and your past employment, educational, basic health and criminal record history. Once employed, Island Health may further collect, use and share your personal information to:

- Identify and maintain contact with you for employment related functions;
- Pay you and conduct required benefit, insurance and taxation functions;
- Conduct education, training and research with your consent or as permitted by law;
- Enable parties (e.g., Ministry of Health, Workers Compensation Board) to confirm your identity, conduct planning and improvement activities, measure performance and fund healthcare;
- Conduct workplace quality improvement activities;
- Conduct emergency management functions and to monitor the overall health of employees, including illness-related absenteeism;
- Comply with legislation or standards on criminal records checks, as applicable to your role;
- Support you and your Employer with Human Resources (HR) related matters, including performance monitoring and management activities; and,
- Comply with requirements under law (e.g., court order, reportable conditions) and as authorized by *FIPPA*.

### **We are committed to protecting your privacy**

Island Health takes all reasonable steps to ensure that your personal information is treated confidentially, is only used for the purposes described above, and is kept secure as required by *FIPPA*.

### **Did You Know?**

- We manage, protect and secure your information by applying the same privacy and security standards to your personal information as those applied to patient/client/resident information.
- Island Health must obtain your consent to collect, use or share your information for purposes not otherwise allowed by *FIPPA* or other legislation.
- You own your own personal information, while Island Health owns the records in which it is contained.
- You should ensure information about you held by Island Health (e.g., home address) is kept up-to-date so we may effectively and quickly communicate with you. Refer to the personal information change form on Island Health's intranet for more information on updating your address and other personal information.
- The public has a right under the *Financial Information Act* to be provided with a list of all public servants' names with remuneration over \$75,000/year and their expenses, which is published annually on Island Health's public website. If such disclosure concerns you for clear and reasonable personal safety concerns, please discuss it with your Manager, Human Resources or the Information Stewardship, Access & Privacy Office (ISAP) to determine if your information is eligible for exemption from disclosure under *FIPPA*.
- Your business contact information, such as your name, title, business address, phone number and email address, is not personal information under *FIPPA* and, therefore, may be used and shared for business-related purposes without your consent.

***Caring for Information is  
Caring for People***

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#### **For more information**

If you have any questions about the privacy of your information, please contact Island Health's Information Stewardship, Access & Privacy Office at **1.877.748.2290** or [privacy@islandhealth.ca](mailto:privacy@islandhealth.ca)

If you have questions about HR related matters, contact Island Health's HR Access Helpline at **1.888.296.3963** or e-mail: [HRAccess@islandhealth.ca](mailto:HRAccess@islandhealth.ca)