



Summary of Anzer's Confidentiality and Privacy Policy

Employees – All employees must read the [*Personal Health Information Protection Act*](#) . The Personal Health Information Protection Act, 2004 of Ontario will be followed in all case; without exception and signed by employee confirming that they have read the ACT, provide a signed copy to the Privacy Officer for Anzer. Employees who are fired or resign must return all information and cannot access application, Hardware, Software, network, and facilities belonging to either customer or Anzer.

Physical measures – ANZER is a locked facility and the premises are monitored 24 hours a day. Key access is required to move through the building. All staff and visitors must wear identification, and all visitors are required to sign in and out of the facility.

Technological measures – Data is housed on an isolated, secure system that can only be accessed by ANZER staff within the building. Data cannot be copied, and as added precautions, frequently changed passwords, data encryption and specialized software are used to enhance security.

Anonymous data –All data held at ANZER is made anonymous by removing personal identifiers (Unless specified by “Live DB” for Resolving a Technical Problem, See LIVE Data).

LIVE Data - If a Data base is specified as Live no copies can be made or transferred to other systems. No reports can be kept after testing, they must be shredded.

Testing procedures For Live Test – Any reports must be shredded and the data files deleted.

Organizational enforcement – Our Privacy Officer implements and monitors compliance with all security policies and practices, and provides ongoing privacy education for all staff, to ensure that privacy is part of ANZER's work culture.

Policy review and compliance – ANZER's Confidentiality Committee and the Privacy Officer regularly review and audit data security, privacy and confidentiality policies to ensure continued compliance with current health information legislation and data protection.

Privacy and Security review –ANZER undergoes a site review of all practices, policies and procedures by the Information and Privacy officer every year.

See Anzer IT Solutions CONFIDENTIALITY AND PRIVACY CODE for complete details.



Schedule I - Anzer Employee Confidentiality and Privacy Code Agreement

Patient's health records and customer's personal information are private and confidential. I understand that I may become aware of patient or customer information in the course of performing my duties at ANZER and I am prohibited from divulging or communicating this information to anyone both during and after my employment.

I agree to respect the patient's right to confidentiality and privacy.

I agree to access patient's personal health information only as permitted in the performance of my duties or as otherwise directed by the ANZER Privacy Officer.

I agree to preserve the confidentiality and privacy of all clinical or patient information and to not divulge this information in any form, except where authorized by the patient or required by law. Any breach, on or off duty, of this agreement will be taken seriously. Any violation can or may result in legal or disciplinary action including dismissal.

I _____, acknowledge that I have read the confidentiality and privacy agreement and understand my responsibilities as they pertain to confidentiality of personal information and agree to the principles of this agreement. I have read the The Personal Health Information Protection Act, 2004 of Ontario as well.

Signature of Employee

Anzer Privacy Officer

Date