

PRIVACY OFFICER REQUIREMENTS

From the SCPP Regulatory Bylaws Part I, 8

Privacy Officer

8(1) Every pharmacy must have a designated privacy officer.

(2) The pharmacy manager for each pharmacy, or any other licensed pharmacist employed at that pharmacy as may be appointed by the pharmacy manager, shall be designated as the privacy officer for that pharmacy.

(3) The pharmacy manager for each pharmacy must report to the College:

- (a) the name of the designated privacy officer for that pharmacy;
- (b) any changes to the privacy officer for that pharmacy; and
- (c) the initial privacy training and re-certification training undertaken by the designated privacy officer for that pharmacy.

(4) Every privacy officer shall undertake privacy training approved by the College before the expiration of the subsisting permit, or until such other time as may be approved by the Registrar, but no longer than within one year of his designation.

(5) Every privacy officer shall participate in re-certification training once every three years.

(6) If the requirements set out in subsections 8(1), (2), (3), (4) and (6) of Part I are not met, the pharmacy permit for the applicable pharmacy may be suspended or cancelled by the Registrar. The pharmacy permit may be reinstated upon the provision of satisfactory evidence that the requirements set out in subsections 8(1), (2), (3), (4) and (5) of Part I have been met.

(7) The College shall record in the register for each pharmacy:

- (a) the designated privacy officer, as identified by the pharmacy manager in accordance with subsection 8(3) of Part I; and
- (b) the initial privacy training and re-certification training undertaken by the designated privacy officer.