



SASKATCHEWAN
COLLEGE OF PHARMACY
PROFESSIONALS

Protecting Your Privacy

The Saskatchewan College of Pharmacy Professionals has developed a privacy policy to comply with *The Health Information Protection Act*.

The Registrar of the College is responsible for enforcing this policy, and we invite enquiries to be sent to the Office of the Registrar at the address listed at the end of this document.

Protected information includes personal health information about an identifiable individual that the College collects during the course of fulfilling its responsibilities under *The Pharmacy and Pharmacy Disciplines Act (the Act)*.

Under the Act, the College is responsible for regulating the profession of pharmacy in the best interest of the public. Among other tasks, the College:

- conducts professional practice evaluations of pharmacies and pharmacy professionals to ensure that they meet the standards and requirements of the College; and
- investigates complaints about pharmacy professionals and pharmacies.

In this work, College staff and officials collect, use and disclose information about patients as authorized under the Act. How we protect privacy is outlined in the following summary of our policy.

General Privacy Protection

The College collects, uses and discloses personal health information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under the Act. Where reasonably practical, the College obtains the express consent of individuals to collect, use and disclose personal health information. However, the College may collect, use and disclose personal information in a number of situations without express consent where authorized or required by law.

Rules for Disclosure and Access

Collection, use and disclosure of personal health information that is related to a complaint shall comply with the Act and the College bylaws. Under the Act, this information may be disclosed without consent to: members of Council; Complaints and Discipline Committees, and related staff of the College; solicitors; and consultants – so that they may perform their duties on behalf of the College and the complainant. This information may also be disclosed to the pharmacy professionals or other individuals against whom the complaint is made. The Act and bylaws permit selected College staff to access personal health information while conducting routine professional practice evaluations in pharmacies or investigations. The staff shall not disclose such information any further without the expressed written consent of the individual unless authorized or required by law.



File Security

The College keeps on file (in a secure, lockable location) documents and other material such as prescription containers that may identify a patient. These documents and materials are only accessible by authorized staff.

Original documents and materials are kept in these files until the matter in question is resolved. At that time:

- copies of original documents and materials, where appropriate, are retained in a secure file for the amount of time required by law; and
- originals are returned to their source; for example:
 - original letters of a complaint are returned to a complainant; and
 - prescriptions and documents seized during an inspection or investigation of a complaint are returned to the pharmacy.

After the retention period required by law has passed, the copies are destroyed in a secure manner such as shredding.

Electronic Storage Security

Any personal health information retained electronically is held on the secure College computer system and server, and is accessible only to authorized staff. Data on the computer system is regularly backed-up, and back-up media is stored in a secure, lockable and fire-proof location to prevent unauthorized access or damage.

Personal health information retained electronically is also destroyed after the matter in question is concluded and after the retention period required by law.



Your Access to Your Personal Information

By submitting a written request, any member of the public who believes the College is retaining their personal health information may:

- have access to that information; and
- subject to legal requirements, place limits on how the College uses or discloses the information.

To the extent authorized by law, the College reserves the right to charge a fee in connection with any access request. Applicants will be advised in advance whether such charges apply.

The College will keep such requests with the personal health information on file in a secure location for the retention period required by law from the date of receipt.

The Registrar welcomes requests for the complete policy or any other information regarding the privacy of personal information. Please contact:

Office of the Registrar
Saskatchewan College of Pharmacy Professionals

Mail: Suite 221A - 1900 Albert Street
Regina, SK S4P 4K8

Phone: (306) 584-2292

Fax: (306) 584-9695

Email: info@saskpharm.ca

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