

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Privacy Officer
<b>ORIGINAL DATE:</b> December 16, 2004	<b>POLICY AREA:</b> Privacy/Access
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-6.1
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB) makes every reasonable effort to ensure that personal information is protected and confidentiality maintained, in compliance with relevant legislation and RRDSSAB policies.

The RRDSSAB appoints a Privacy Officer to ensure that the organization complies with their obligations with respect to the collection, use, disclosure and retention of personal information. The Privacy Officer is responsible for the organization's compliance with privacy legislation. The Privacy Officer ensures that the collection and storage of personal information is treated in a manner that is respectful of the individual.

## Procedure

1. The Privacy Officer's duties are to:
  - a) Review the policies and practices with regard to personal and private health information;
  - b) Implement the necessary changes to guarantee that the collection and retrieval of personal information follows relevant legislation and RRDSSAB policies;
  - c) Communicate information to relevant parties as to how personal and private health information is collected, used, and disclosed;
  - d) Responds to all privacy complaints, per policy *HR-6.2: Privacy Complaints*;
  - e) Responds to all requests for access to or correction of personal information, per policy *HR-6.3: Request for Access to Personal Information*; and
  - f) Responds to all privacy breaches, per policy *HR-6.4: Privacy Breach Protocol*.
  
2. Employees are made aware of the Privacy Officer's appointment, per employee orientation practices.