
 <p>Rainy River District Social Services Administration Board</p>	SECTION: Land Ambulance
	POLICY TITLE: Photography
ORIGINAL DATE: December 2006	POLICY AREA: Administration
REVISION DATE: August, 2016	POLICY NO: LA – 1.18
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Purpose

The Rainy River District Social Services Administration Board (RRDSSAB) is committed to protecting patient confidentiality, the privacy of community members and the personal privacy of staff engaged in work-related duties.

Policy

The RRDSSAB ensures that all Rainy River District Paramedic Services (RRDPS) staff protect patient confidentiality in compliance with:

- a) *Ambulance Act, R.S.O. 1990, c. A. 19, as amended;*
- b) *Ontario Regulation 257/00, General, as amended;*
- c) *Ambulance Call Report (ACR) Completion Manual, as amended;*
- d) *Ontario Ambulance Documentation Standards, as amended;*
- e) *Municipal Freedom of Information and Protection of Privacy Act, as amended; and*
- f) *Personal Health Information Protection Act, as amended.*

The RRDSSAB ensures the highest level of professionalism by maintaining the privacy of patients, the public and their employees. Rainy River District Paramedic Services staff members, while on duty, are prohibited from photographing (digital or conventional film) or audio taping any scene or situation involving any patient or other person.

The use of photography and/or conventional film cameras, including but not limited to cellular telephone, Personal Digital Assistant (PDAs), or digital cameras, is permitted only if it is expressly authorized by the Chief of Paramedic Services (PS), Deputy Chief(s) or designate.

Any photograph permitted by the Chief of PS, Deputy Chief(s) or designate will only be used as part of an investigation or for clinical, operation and quality

improvement process, in order to fulfill the RRDSSAB's obligations under the *Ambulance Act*.

The Chief of PS ensures that all records and/or documents are maintained in a secure (locked) location, per *Policy LA-1.3, Retention of Records*. All required permissions and/or authorizations required by legislation will be secured from the individuals photographed prior to use.

Employees found in violation of this policy will be subject to the procedures listed in *Policy HR-3.3, Employee Conduct & Performance*, and may be subject to immediate dismissal.