

**PRIVACY CODE**

Crossroads Centre is committed to protecting the privacy and security of your personal health information and we have policies and procedures in compliance with the following principles of the Personal Health Information Protection Act.

**Accountability**
We have the responsibility to secure and protect personal information under our control and shall designate an individual or individuals to be accountable for the organization's compliance with these principles.

**Identifying Purposes**The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

**Consent**
Consent from the individual will be obtained for the collection, use, or disclosure of personal information, except where exempt by law.

**Limiting Collection**
The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization.  Information shall be collect by fair and lawful means.

**Limiting Use, Disclosure and Retention**
Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.  Persona information shall be retained only as long as necessary for the fulfillment of those purposes.

**Accuracy**Personal information shall be as accurate, complete and up-to-date as is necessary for the purpose for which it is used.

**Safeguards**
Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

**Openness**
We will make our policies and practices related to the management of personal information readily available to individuals.

**Individual Access**Upon request, an individual shall be informed of the existence, use, and disclose of his or her personal information, and shall be given access to that information.  An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

You have the right to request access to your personal information which we have collected. To request access to your personal information please contact our Privacy Officer at (807) 622-2730.