

CONFIDENTIALITY POLICY

SUBJECT: Confidentiality of ABI Client Profiles and Related Information	POLICY NO. 2 DATE: April 2004
APPROVED: 	SUPERCEDES: November 2001

Preamble

In order to protect the confidentiality of information about clients with an acquired brain injury (ABI) in the Toronto Acquired Brain Injury Network, the Network office and the partners in the Network shall subscribe to the following guide for preserving confidentiality of information and release of information.

Policy

The *ABI Client Inpatient Profile*, *ABI Client Community Profile* and all related information shall be treated as confidential documents at all times.

Guidelines for Preserving Confidentiality of the ABI Client Profile and Related Documents

The *ABI Client Inpatient Profile*, *ABI Client Community Profile* and any other information communicated to the Network office related to the individual will be maintained in a safe, secure place.

The Network office will pass on profiles for the purpose of referral to only those facilities consented to by the client or substitute decision-maker.

The Network office will not release any records or information about an individual under any other circumstances, except where required by law (e.g., subpoena). Requests for information will be referred to the facilities/agencies where the individual received treatment.

Guidelines for Preserving Confidentiality of the ABI Client Profile Database

The database containing information from *the ABI Client Inpatient Profile* and the *ABI Client Community Profile* will be protected under a specific password known only to Network office staff for the purposes of data entry and analysis; and to persons contracted by the Network for data support purposes.

Names and unique identifiers of individuals in the database will be accessible only to Network office staff for the purposes of data entry and analysis; and to persons contracted by the Network for data support purposes.