

EMAIL COMMUNICATION POLICY

SUBJECT: Email Communication Policy

POLICY NO. 4
DATE: April 2004

APPROVED:



SUPERCEDES:
April 2004 (draft)

Preamble

As the Toronto ABI Network is not a legal entity, it must adhere to the organizational policies and guidelines of the Toronto Rehabilitation Institute, the paymaster for the Toronto ABI Network. In accordance with a recommendation put forth to the Network by the privacy officer of Toronto Rehab, the Toronto ABI Network was asked to create an email communication policy in relation to the communication of confidential client information.

Policy

In accordance with applicable legislation and the Network's Confidentiality Policy, communication regarding personal client information will only be made upon receipt of appropriate consent.

Communication regarding confidential client information will not be communicated via email. Responses to emails received by the Network that communicate confidential client information should be in non-email forms.

Existing Guidelines for Preserving Confidentiality of the ABI Client Profile and Related Documents and of the ABI Client Profile Database can be found within the Network's Confidentiality Policy.