 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Intra-Departmental Release of Information		Communications	06-004-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
February 10, 2018	February 2021		2
APPLIES TO:			
Community Health Nurses			

POLICY:

For the purposes of immediate and direct client care, client information may be transferred from one health centre to another via facsimile or internal mail without signed authorisation from the client.

PRINCIPLES:

Every individual has a basic need for privacy and a legal right to have control over the collection, use, access and disclosure of their personal information.

When health services are required, access to confidential information in the workplace occurs intentionally on a “need to know” basis among members of the health care team. Breaches of confidentiality occur when personal information is accessed without a “need to know” or disclosed without proper authorization.

Any questions about the release of information should be referred to the immediate supervisor. The Access to Information and Protection of Privacy (ATIPP) Coordinator for the Department of Health and Social Services may be consulted as required.

Proper keeping and handling of health records shall be in accordance with Nunavut’s *Access to Information and Protection of Privacy Act*. (S.N.W.T. 1994, c. 20, enacted for Nunavut).

RELATED POLICIES, GUIDELINES AND LEGISLATION:

Policy 06-001-00	Confidentiality
Guidelines 06-001-01	Confidentiality
Policy 06-002-00	Transmission of Health Information by Facsimile
Guidelines 06-002-01	Transmission of Health Information by Facsimile
Policy 06-003-00	Release of Information
Guidelines 06-003-01	Guidelines for the Release of Information
Guidelines 06-004-01	Intra-Departmental Guidelines for the Release of Information





GUIDELINES 06-004-01

The following guidelines will apply:

- Those releasing client information have the authority to do so.
- The intended release is in the best interest of the client.
- The recipient is qualified in every respect to receive the information.
- The recipient can and will manage the information with the same degree of protection and security.

If a request for disclosure of client information from an internal source seems unusual, it must be directed to the Supervisor of Health Programs or the ATIPP Coordinator for Health and Social Services.

Approved by:		11 FEB 2011
Chief Nursing Officer		Date
	February 11, 2011	Date
Deputy Minister of Health and Social Services		
Effective Date:		April 1, 2011

