

Name: _____

Date of Birth: _____

PRIVACY POLICY

At Kinetic Physiotherapy we have a high regard for respecting the privacy of personal information, and we are committed to the responsible collection, use, and disclosure of such information. We only collect information to the extent that is necessary for the provision of services that we offer. To ensure that we remain transparent with respect to how we handle personal information, we have included information below that describes the privacy policy that we abide by.

Personal information, and purpose for collecting personal information:

Personal information is any information about an identifiable individual. This may include, but is not limited to, information relating to personal characteristics (age, gender, address, phone number, family status etc.), and health (health history, health conditions, health services received, functional abilities etc.). We collect, use and disclose personal information in order to serve our clients to the best of our abilities. The primary reason for collecting this information is to allow us to complete an appropriate evaluation to create a treatment plan.

Access to personal information is restricted to therapists and employees of Kinetic Physiotherapy. We utilize consultants and agencies (ie. computer consultants, website managers, cleaners), who may during the course of their work, have limited access to personal information that we store. To ensure privacy is protected, we have their assurance that they follow appropriate privacy principles. We are also a teaching facility for McMaster University Physiotherapy students. Bearing this knowledge, students learning at our clinic will have access to your personal information.

Additional purposes for collecting personal information:

Like other organizations, we also collect, use and disclose information for secondary reasons. The following are some examples of such purposes:

- To inform clients of special events or opportunities (ie/ workshops, new services/products)
- For quality assurance reviews of charts to ensure we are providing high quality services
- The College of Physiotherapists of Ontario is a regulatory body that helps to ensure physiotherapists provide safe care, as such they may inspect and review charts as part of quality assurance efforts

Steps taken to protect personal information:

- Information collected on paper is secured in a locked cabinet with restricted access
- Computers are password protected
- Employees at Kinetic Physiotherapy are trained on the appropriate use, collection and disclosure of personal information to the extent that is necessary to fulfill their duties

How we retain and destroy personal information:

- Client files are kept for ten years
- External regulatory bodies require that we retain personal information for ten years
- We use a shredder to destroy paper documents

- We delete electronic information, if a hard drive is to be discarded, we ensure that the hard drive is physically destroyed

Your ability to view your own personal information:

- You have the right to view the personal information that we have on file for you
- We are able to assist you to understand the information should you have difficulty understanding language used or short-form terms
- We have the right to request a nominal fee for a request to obtain documents that we hold
- If you feel that there is a mistake in the information that we have you have the right to request that we correct the information - please note that this applies to factual information, and does not apply to professional opinions that have been documented

Questions or concerns?

If you have any questions or concerns please do not hesitate to contact us by phone at (905) 637-1414 or by email at info@kineticphysiotherapy.ca, we would love to hear from you. Please note that additional general information can be accessed through the Privacy Commissioner of Canada, as they oversee compliance with privacy legislation within the private sector.

By signing this two (2)-page form you are authorizing Kinetic Physiotherapy to gain access to your personal information as set out in the above information regarding our privacy policy.

I _____ (please print name) give permission to Kinetic Physiotherapy to collect, use, and disclose my personal information as is outlined in this privacy policy. I have reviewed the above information that explains how Kinetic Physiotherapy will use my personal information, and the steps that are taken to ensure the protection of my information.

_____ ***(Please sign)*** _____ ***(Date)***

_____ ***(Witness signature)*** _____ ***(Date)***