

Privacy Statement Template

Government collects, uses and discloses personal information, and personal health information every day for the purposes of providing services to Islanders. We have an obligation under both the *Freedom of Information and Protection of Privacy Act (FOIPP)* and the *Health Information Act (HIA)* to make our clients aware of our information and privacy practices.

In all instances when personal information is collected, a **privacy statement is required** at the time of collection. A helpful (but not required) option to increase awareness of privacy is to include a privacy statement on forms, brochures, web pages or other written materials. Below are some examples of privacy statements that can be used for these purposes.

For **forms that collect personal information** (i.e. information such as educational, employment, or financial information):

Personal information on this form is collected by [\[insert Name of Department\]](#) under the authority of Section 31(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of [\[insert purpose of collection\]](#). For more information on the collection, use or disclosure of this information, contact [\[insert contact info for program/service area\]](#).

OR

Personal information on this form is collected by [\[insert Name of Department\]](#) under the authority of [\[insert legislative authority here\]](#). and will be used for the purposes of [\[insert purpose of collection\]](#). For more information on the collection, use or disclosure of this information, contact [\[insert contact info for program/service area\]](#).

For **forms used to collect personal health information** (i.e. information related to the health of the individual, care or treatment provided, family medical history, etc.):

Personal health information on this form is collected by [\[insert Name of Department\]](#) for the purposes of providing you care and for other purposes permitted by the *Health Information Act*. Your information is collected, used and disclosed only as permitted by law. For more information, contact [\[insert contact info for program/service area\]](#).

All privacy statements should include contact information for the program/service area creating the written material, preferably with a specific position identified (i.e. "...contact the XX Program Coordinator at (902) 000-1234"). Staff should be able to answer basic questions on how information is collected, used and disclosed by their respective program/service area.

CONTACT: For assistance in selecting the most appropriate privacy statement, contact: APSO at (902) 569-7590 or APSO@gov.pe.ca.

