

## Vancouver Coastal Health Authority Legal Services & Information Privacy Office

During your residency, most of you will work at one or more of our sites and prior to starting your residency, we would like to provide you with a brief introduction to our office.

The Legal & Privacy Office provides guidance to Vancouver Coastal Health Authority (VCH) departments, staff, residents, and physicians to deal with legal and privacy risks. The Information Privacy Office (IPO), as part of Legal Services, provides privacy support services. These services include overseeing privacy practices within VCH and its e-health systems, promoting good privacy practices and managing compliance programs. As a public body, VCH must comply with the *BC Freedom of Information and Protection of Privacy Act* (FIPPA). This means VCH must protect the personal information of our staff and patients (i.e. all people receiving services from VCH and includes clients and residents).

Prior to starting your residency, you must complete a short Information Privacy & Confidentiality learning module specifically designed for residents. This module is an introduction to privacy, providing you with definitions of privacy and privacy breaches. It will also cover common privacy breaches, how to respond to a breach and a story of a resident who lost a laptop and USB drive that contained several hundred VCH patient's personal information. We are also going to introduce you a new program that is being funded by VCH and UBC which will provide each of you with an encrypted USB drive to use throughout your residency.

The Information Privacy & Confidentiality learning module is located on the VCH Course Catalogue & Registration Systems (CCRS). To begin the module, go to the CCRS website at <https://ccrs.vch.ca/Default.aspx>

If you have never used the CCRS before, register yourself as a new user. Otherwise, log in with your CCRS user name and password. Click the "Course Search" button and type "privacy" in the course name field, and click "Search". Below, you will see a list of different privacy modules, find: **Information Privacy Module for UBC Medical Residents** and click on ">> more information" and then click "Start Course". You may need to temporarily enable pop-ups to start the course.

Upon completion of the course a certificate of completion will appear. Please print this (paper or electronically) and provide to your UBC Program Director/Administrator for proof of completion. This course is mandatory and must be completed prior to beginning your residency in any Health Authority.

Thank you and welcome to Vancouver Coastal Health Authority. If you have any privacy-related questions, please contact our office.

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