



Midland Midwives By The Bay: Privacy Statement

SCOPE AND APPLICATION

This Privacy Statement aims to inform “you”, our clients, who has access to your personal health information (any information that can identify you) at MIDLAND MIDWIVES BY THE BAY and the reasons for the collection, use and disclosure of it to inform your expressed consent on our service agreement. We will refer to MIDLAND MIDWIVES BY THE BAY as “we”, “us” or “our” throughout this document.

WHO HAS ACCESS TO YOUR PERSONAL HEALTH INFORMATION AND WHY?

“Members” of MIDLAND MIDWIVES BY THE BAY includes its midwives, medical administrators and at times may also include students. Access to the information we collect allows us to provide ongoing health care to you. Medical administrators support the midwives in providing care with tasks like booking your next appointment, managing referrals, tracking down and uploading you and your infant’s clinical reports. Students work alongside our midwives and require access to client records to meet their learning needs.

To function as a small midwife practice, we partnered with CSC CHIGAMIK CHC and our clinic runs with the help of their medical administrators, support staff and infrastructure like the electronic medical record, servers, office phone, email, printers and clinic rooms. Additionally, while you are clients of MIDLAND MIDWIVES BY THE BAY you have access to services and programming at CSC CHIGAMIK CHC. You and your infant’s health care information may be shared between appropriate team members at CSC CHIGAMIK CHC for office support and clinical collaboration. Since our practice operates within CSC CHIGAMIK CHC our service agreements pertain to both MIDLAND MIDWIVES BY THE BAY and CSC CHIGAMIK CHC.

Additionally, other consultants and agencies may have limited access to your personal health information in the course of their duties. These may include but is not limited to computer consultants, our electronic file storage providers, our Transfer Payment Agency, the Ministry of Health, and our lawyer. We restrict their access as much as is reasonably possible and hold them to their privacy agreements.

YOUR PERSONAL HEALTH INFORMATION WE COLLECT AND HOW?

We collect personal health information about your health history, physical condition, social situations, and lab investigations. Your clinical assessments and personal information you share with MIDLAND MIDWIVES BY THE BAY becomes part of your health record. As a member of your health care team, we may request previous or current health records that relate to or inform the management of the pregnancy, birth or postpartum period from their source (i.e. family doctor hospital, laboratory, ultrasound clinics and/or Public Health). We may use the ConnectingOntario ClinicalViewer, a provincial shared electronic health record system to view such personal health information. For more information on ConnectingOntario, please refer to their pamphlet here.

HOW DO WE USE YOUR PERSONAL HEALTH INFORMATION?

The primary purpose for using your personal information is to provide care to clients for their pregnancy, birth and/or postpartum.

WHO DO WE DISCLOSE YOUR PERSONAL HEALTH INFORMATION TO?

If you have a primary health care provider (e.g., family doctor, nurse practitioner), we will notify them you have come into care with us, may exchange information pertaining to you and/or your infant throughout the duration of our care and then provide a discharge summary when our services are complete. In order for



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MIDLAND MIDWIVES BY THE BAY to provide midwifery care, personal health information may need to be disclosed to other health care providers (e.g. family doctor, obstetricians, social worker) or health care facilities (e.g. hospital, Public Health, diagnostic imaging) to appropriately investigate, refer, or consult. If we provide care to you along with another health care practitioner or midwifery practice, we would have to share information about you with them.

Like most organizations, we also collect, use and disclose information for purposes related to or secondary to our primary purposes. These will support the primary purpose for which the information is gathered.

The most common examples of our related and secondary purposes are as follows:

- Our clinic reviews client files for the purpose of ensuring that we provide high quality services. Additionally, The College of Midwives of Ontario mandates that midwifery practices gather to review midwifery cases and the College themselves could inspect our records and interview us as part of their regulatory activities in the public interest.
- We send your records to the hospitals we hold privileges at to anticipate your arrival and may review these records in advance with a hospital committee of health care providers (e.g. obstetrician, family doctors) to anticipate risk factors and make appropriate management plans.
- If planning a home birth and midwives deem difficult access to your home, we send your address and plans for home birth to our local EMS station.
- Accessing our repeat client's previous course(s) of care in order for the midwife to have a better understanding of their obstetrical and health history.
- Adding to the BORN Information System database which collects, manages, protects and shares critical data about every pregnancy, birth and child in Ontario.
- Advising past and current clients of information and events related to our practice or midwifery (e.g., open houses, reunions, satisfaction surveys, research, advocacy).
- Contact information is used to manage the borrowing of material from our library (e.g., books, films, birth tubs). We use Libib as our online library management system. Their privacy policy is at www.libib.com.
- We will make a bead with your infant's first name and birthday to hang in our clinic space to represent and celebrate each pregnancy at our practice.
- As professionals, we will report serious misconduct, incompetence or incapacity of other practitioners, whether they belong to other organizations or our own.
- To fulfill legal obligations (e.g., child abuse, Governments of Ontario and Canada)
- To inform our insurer of potential claims.
- If the MIDLAND MIDWIVES BY THE BAY practice were to be sold, or if new associates/partners were to join the practice, they could conduct a "due diligence" review of the clinic's records after signing confidentiality agreements.

You may request a copy of this Statement at any time for your records. We may add, modify or remove portions of our Statement when we feel it is appropriate to do so. To determine when this Statement was last updated refer to the modification date found at the bottom of the page.