

Note: (PIPA) does not apply to records that consist of “health information” as defined in the *Health Information Act* (except where this information is “personal employee information” used to establish, manage or terminate the relationship between the employer and employee).

Personal Information: As defined in the *Freedom of Information and Protection of Privacy Act* (FOIP), personal information means recorded information about an identifiable individual, including name, home address or telephone number; race, national or ethnic origin, color or religious or political beliefs or associations; age, sex, marital status or family status; identifying number, symbol or other particular, such as an employee number, or health care number; fingerprints, blood type or inheritable characteristics; health and health care history, including information about a physical or mental disability; educational, financial, employment or criminal history; anyone else’s opinion about the individual; the individual’s personal views or opinions, except if they are about someone else.

Under PIPA, "personal information" means information about an identifiable individual. PIPA does not apply to business contact information (name, position, business address, telephone number, or e-mail) when used to contact an individual in his / her capacity as an employee.

Record: Information in any form, including notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner for the purpose of completing a function or transaction on behalf of the organization. Does not include software or any mechanism that produces records.

Use: the internal use of information among Venta Care Centre facilities and programs

REFERENCES

Alberta Health Information Act (HIA)

Alberta Freedom of Information and Protection of Privacy Act (FOIP)

Alberta Personal Information Protection Act (PIPA)