



Haliburton Highlands Health Services

DIRECTORY OF RECORDS

Pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*, HHHS has made available this Directory of Records describing the types of records maintained by the Corporation.

Outlined below are the general types of records held by the HHHS Corporation.

Category	Description
Administration	Records related to the day-to-day management of the Corporation and departmental /program offices.
Community Programs (Diabetes Education Network, Mental Health Services, Supportive Housing)	Records related to the development, management and delivery of community programs.
Facilities /Environmental Management	Records related to the maintenance, operations and development of Corporation facilities and grounds.
Finance	Records related to the financial management of the Corporation.
Governance	Records related to the governance of the Corporation.
Health and Safety	Records related to providing a safe and healthy work environment.
Human Resources	Records related to HHHS' employees.
Information Technology/Information Management	Records related to the maintenance, development and management of HHHS' information holdings.
Privacy Office	Records related to HHHS' information practices and procedures to protect personal health information in its custody or control.
Procurement	Records related to HHHS' procurement processes.

A record must be disclosed to a requester unless it falls within one of the specific exemptions or exclusions outlined in FIPPA in which case parts of a record or a record in its entirety will be withheld.

Personal Information and Privacy

In the course of HHHS' operations we collect personal information from and about individuals. This information covers a wide range of subjects and is used to administer programs and activities. The majority of personal information maintained by HHHS is classified as personal health information which is subject to different legislation entitled the *Personal Health Information Protection Act, 2004* (PHIPA). To view information about the protection of personal health information at HHHS please refer to HHHS' Privacy Policy at _____WEBSITE_____.

Please see Appendix A of the Privacy Policy for a list of HHHS' personal health information data holdings.

FIPPA gives individuals a right of access to their personal health information subject to certain specific exemptions. At the same time, FIPPA safeguards an individual's privacy by protecting this information from unauthorized disclosure to others.