

## PHIA Essentials for Custodians Training Outline

The Office of the Information and Privacy Commissioner has developed an interactive workshop focused on learning the basics of access to information and privacy rules under Nova Scotia's *Personal Health Information Act (PHIA)*.

This 3 hour workshop is free of charge, includes an extensive toolkit, and is intended for regulated health professionals and/or their delegates who have responsibilities related to access and privacy in handling of personal health information.

### Workshop Outline – 3 hours

Introduction (10 min)

Basic PHIA concepts (20 min)

- a. What is personal health information?
- b. What is a custodian?
- c. What is an agent?
- d. What is the circle of care?

Privacy Rules (90 min)

- a. Consent rules generally
- b. Collection & use rules

Break (15 min)

- c. Disclosure rules
- d. Retention, destruction & security
- e. Breach reporting

Access rules (30 min)

- a. Individual right of access
- b. Fees
- c. Record of user activity

Questions & next steps (15 min)

### Learning Outcomes

- Know the basic access and privacy rules under PHIA (or how to find them).
- Have strategies to problem solve sticky access and privacy questions.

<b>Toolkit</b>
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Each participant will be emailed a toolkit entitled, *PHIA Toolkit for Custodians*.

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