

# The Loft - Registered Massage Therapy & Wellness

25 Milling Road  
Cambridge, Ontario, N3C 1C3  
www.carolynmurrayrmt.ca



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## Health Information Privacy Policy

### Collection of Personal Health Information

We collect personal health information about you, directly from you or the person working on your behalf. The personal health information we collect may include, but is not limited to, your name, date of birth, address, health history and record of your visits to Carolyn Murray, Registered Massage Therapy and the treatments you received during those visits.

Occasionally we collect personal health information about you from other sources if we have obtained consent to do so or if the law permits us to do so. We ensure your personal records remain confidential through administrative policies and adoption of appropriate safe-guards and security measures.

### Use and Disclosure of Your Personal Health Information

We may use or disclose personal health information to:

- ◆ Assess Your Health Needs and Provide Appropriate Health Care
- ◆ Establish Communications With You, The Client
- ◆ Plan, Administer and Manage Our Internal Operations
- ◆ Comply With Legal and Regulatory Requirements
- ◆ Fulfill Other Purposes Permitted or Required By Law

### Protection of Personal Health Information

The clinic maintains personal information in a combination of paper and electronic files. Paper records concerning client's personal information are stored onsite in locked file cabinets. Electronic files are stored on secured databases.

Access to personal information is solely provided to authorized individuals, and other agents who require access in the performance of their duties, and to those otherwise authorized by law.

We will retain your personal information for a time of 10 years for the purposes we have described. Personal information that is no longer required will be destroyed.

### Accessing Your Information

If a record of personal health information held by Carolyn Murray, Registered Massage Therapist is inaccurate or incomplete; you may make a written request for correction.

### For Further Information

For further information on our privacy and information practices please contact Carolyn Murray, Registered Massage Therapist. Should you have concerns regarding our information and privacy practices, the Information and Privacy Commissioner can be contacted at 2 Bloor Street East, Suite 1400, Toronto, Ontario, M4W 1A8, (416) 326-3333 or (800) 387-0073