

Confidentiality and Privacy Policy

The BC Personal Information Protection Act (PIPA) legally governs personal information collected, used, stored, and disclosed by the Vancouver Division of Family Practice (VDOFP). As such, all VDOFP employees, consultants, contractors, board and committee members must acknowledge each term of this agreement before commencing work with VDOFP. This agreement will remain in effect throughout your relationship with VDOFP and indefinitely after the termination of the relationship.

All information generated within VDOFP is private in the sense that it is for the sole purpose of the business of VDOFP. Confidential information is information that, if disclosed without authorization, might be prejudicial to the interests of the organization or the privacy rights of its members or partners. This includes, but is not limited to,

- (a) Information, including personal or health information, relating to:
 - a. VDOFP Members (“Members”),
 - b. Healthcare partners,
 - c. Employees, consultants, contractors, board members, committee members (collectively referred to as “Associated Individuals”),
 - d. and the public, and
- (b) information relating to VDOFP’s business activities including research and development, business strategies, plans, projects, systems, data and workflows.

As such, you are required to acknowledge each term of this agreement:

1. I understand and agree that it is my responsibility to be familiar with VDOFP’s policies and procedures regarding privacy, confidentiality and security of personal information and that I am expected to comply.
2. I am aware that information about members, partners, associated individuals and/or the public that is collected, used, stored, and disclosed, that comes to my attention as a result of my employment or relationship with the VDOFP must be kept confidential and secure as per PIPA and VDOFP’s policies, both during and after my term of employment/relationship.
3. I will only access and use information of members, partners, associated individuals or the public on a need-to-know basis as it pertains to my role and responsibilities.
4. I will only share acquired information with individuals who need to know and who are also involved in delivering VDOFP’s services.
5. I will strive to keep information accurate and up-to-date if this is part of my VDOFP role and responsibilities.
6. I understand that I cannot access my own personal information or that of family, friends, coworkers or associates unless I need to do so as part of my official duties

and responsibilities with the VDOFP, in which case the VDOFP’s [Conflict of Interest Policy](#) will apply.

7. I will not disclose any personal or health information, whether written or unwritten or stored electronically, to any corporation, organization, firm or person outside of VDOFP.
8. I will not disclose any information related to VDOFP’s business activities to any corporation, organization, firm or person outside of VDOFP, except as it pertains to my role and responsibilities and the role and responsibilities of the outside organization(s). When in doubt, I will obtain express consent from VDOFP prior to sharing any information.
9. Should I have reason to believe that a privacy breach has occurred, I will notify the Vancouver Division Privacy Officer: privacy@vancouverdivision.com immediately.
10. I hereby acknowledge that failure to comply with these terms can lead to disciplinary action, which may include termination of access, termination of employment or contract, withdrawal of privileges, and/or professional sanctions.

Signed by the parties as an agreement and effective as of the Effective Date:

| Signed on behalf of the Vancouver Division of Family Practice (VDOFP) | VDOFP Board / Committee Member Signature |
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| Name: | Name: |
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| Title: | Contact Email: |
| | |
| Effective Date: 01 June 2025 | Effective Date: 01 June 2025 |
| | |
| Signature: | Signature: |
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