

## PRIVACY UNLOCKED

~ Your source for privacy best practices ~

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### ~ Limiting Collection, Use & Disclosure of Personal Health Information (PHI) ~

The Health Information Act and Health PEI policies require staff to limit the collection, use and disclosure of personal health information to only the minimum amount of PHI necessary for the defined purpose.

#### **Key Principles for Limiting PHI:**

Limiting Collection: You collect PHI when asking patients for information or obtaining it from another source, then documenting it in their chart. Only collect the minimum amount of PHI necessary to fulfill specific, identified purposes, avoiding excessive or unnecessary data gathering.

Limiting Use & Disclosure: You use PHI when reviewing test results or other information to make decisions about treatment. You disclose PHI when you share information about a patient with another provider who has the need to know. Use and disclose only what is necessary for the intended purpose. PHI cannot be used or disclosed for purposes other than those outlined in the HIA and policy, except with consent or as legally required.

Example of Limiting Use : You may have an authorized reason to access a patient's chart, but you must limit that access to the tabs or documents that are required to complete your job duties.

#### **Available Resources**

[Appropriate Use Guidance](#)

[Need to Know Guidance](#)

[HPEI Privacy and Protection of Personal Health Information Policy](#)

[HPEI Access Disclosure & Correction of PHI Protocol](#)

For more information, contact the Access to Information and Privacy (ATIP) team at [healthprivacy@ihis.org](mailto:healthprivacy@ihis.org)