

PRIVACY UNLOCKED

~ Your source for privacy best practices ~

8th Edition ~ January 2026

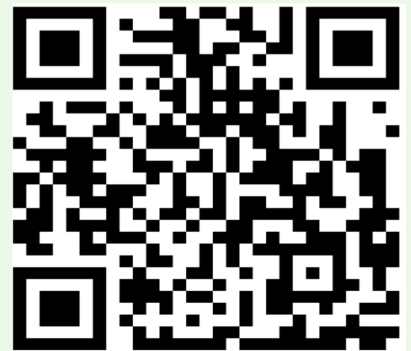
~ Verify Accuracy ~

Time is precious and there never seems to be enough of it. In our fast-paced environment we are often trying to complete tasks as quickly as possible. However, slowing down and taking a moment to check our work can have big rewards!

Preventing Privacy Breaches

A simple way to prevent breaches is to **verify** that you have the **RIGHT**:

- email address
- recipient
- attachments
- phone number
- person
- mailing address
- documents
- printer



It only takes a second to double check your work to verify accuracy, but that extra second can prevent a privacy breach, reduce risk to the organization, and prevent potential harm to individuals!

Available Resources

[Privacy & You video](#)

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

[Email Guidance](#)

[Voicemail Guidance](#)

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