

Privacy Matters



Don't be the last to know: the “[Need to Know](#)” is in and “Circle of Care” is out!

When assessing for the “Need to Know” when it comes to the collection, use and disclosure of personal health information, use your professional judgment and do a case-by-case assessment to determine what information is necessary in each scenario.

You may find the following considerations helpful when deciding if you “Need to Know”:

- Do I need to know this info right now for the purposes of my role?
- What is the trigger or reason for my need to know in this moment?
- Will I be taking action or making a recommendation or decision as a result of accessing this information?

Remember, we always need to operate by considering the minimum amount of information that will serve the purpose. For instance:

- Only accessing the information that is required to provide care in that moment
- Only disclosing the information that is required or permitted to serve the purpose
- Only collecting the information that is relevant to the purpose for which you are collecting it

Questions? Visit our page on the Staff Resource Centre (<https://src.healthpei.ca/ATIP>) or reach out to the Access to Information and Privacy (ATIP) team at healthprivacy@ihis.org!