

Privacy Policy

At Evolve we acknowledge the sensitivity and confidentiality of the personal information that is entrusted to us. We embrace the federal Personal Information Protection and Electronic Documents Act (PIPEDA), the provincial Personal Health Information Protection Act (PHIPA), as well as the standards set out by the various regulatory colleges for the health professionals that provide treatment and assessment services on behalf of Evolve. We take our responsibility to safeguard this information very seriously. Our management team forms a Privacy Committee headed up by our Chief Privacy Officer, whose responsibility it is to ensure our organization remains privacy compliant. All staff members and health professionals providing services contract with us to protect the personal information that they handle in the course of duties.

Evolve has made a commitment to:

- Protect the personal information under our control.
- Allow individuals to request information; seek amendments to their personal information; and file complaints against Evolve with our Chief Privacy Officer;
- Provide continuous training on information management to our staff; and,
- Remain vigilant to ensure our practices are effective in maintaining security.

Evolve will limit its collection of personal information to that which is necessary for the purposes identified at the time of consent. We will only collect personal information for the identified purposes and by fair and lawful means. We will not collect personal information indiscriminately.

Evolve will limit the use and release of personal information to those purposes for which it was initially collected except with consent or as otherwise permitted by law. Evolve will only retain personal information for as long as necessary to fulfill those purposes or as required by law. Personal information that is no longer required to fulfill identified purposes will be destroyed, erased, or made anonymous.

Evolve will make every effort to ensure that the personal information collected for an intended purposes is accurate, complete and up-to-date. Our goal is to minimize the possibility that inappropriate or inaccurate information may be used to make a decision about any individual whose personal information we process.

Evolve will safeguard all personal information under our control in a manner that is appropriate to the sensitivity of the information. We will take all the physical security measures necessary including alarming and properly locking our facilities, locking all personal information in secure filing cabinets, and using technology such as encryption and software that limits access to information depending on need.

We take precautions in the disposal or destruction of personal information to prevent unauthorized parties from gaining access to personal information. These measures include:

- Shredding documents before recycling the chaff,
- Deleting electronically stored information,
- Destroying hard drives, memory sticks, disks, etc. when they are no longer of use and are decommissioned.

Upon request, an individual will be informed of the existence, use and disclosure of his or her personal information. People may be given access to their personal information and can request corrections if the information is not accurate or is incomplete. There are lawful exceptions that will prevent us from providing such access, for example, when someone's life or security may be compromised or personal information about another person might be revealed. We will advise in writing if such exceptions apply. If the information is



sensitive or contains information that could be misinterpreted, we may choose to release it to the person's medical practitioner to provide to them.

In the event of a privacy breach, the affected person will be advised as soon as possible so that he or she can take appropriate measures to safeguard his or her privacy and identity. Depending on the nature of the breach we may also be required to communicate about the breach to the applicable privacy commissioner, the regulatory college of the health practitioner involved in the breach, and the third party requesting the assessment.

For further information, please contact

Chief Privacy Officer at

**Evolve Assessments & Diagnostics
620 Colborne Street, Suite 301
London, Ontario
N6B 3R9**

or by phone at:

519-432-7211 or toll free at 1-866-432-7211