

SOCIAL WORK PRACTICE IN ACCESS AND PRIVACY

Social work is a regulated health profession in Newfoundland and Labrador. There are over 1700 social workers registered to practice social work throughout the province. Social workers adhere to a Code of Ethics and Standards of Practice in providing essential, competent, and high-quality services.

Registered Social Workers employed in access and privacy enhance service delivery by:

- Working within a team environment to build an organizational privacy program that develops, implements, and maintains policies and procedures to minimize risk and ensure the confidentiality of personal health information.
- Serving in a leadership role and as the information privacy resource to the organization regarding disclosure of information and all other privacy related issues.
- Assisting in the establishment of an ongoing process to track, investigate and report inappropriate access and disclosure of personal health information.
- Working cooperatively with key stakeholders within the organization to oversee individuals' rights to review, amend, and restrict access to their record of personal protected health information held by the organization.
- Overseeing, developing, and delivering privacy training across the organization and facilitating activities to foster information privacy awareness.
- Conducting or overseeing information privacy risk assessment/analysis, mitigation, and remediation activities.
- Managing required breach notification processes under applicable legislation, i.e., the Access to Information and Protection of Privacy Act and the Personal Health Information Act.
- Establishing and administering a process for investigating and acting on privacy complaints.
- Conducting ongoing compliance monitoring activities in coordination with the organization's other compliance and operational assessment functions.
- Ensuring the organization has and maintains consent and, authorization forms as well as privacy notices and materials that reflect current legal and organizational requirements.
- Participating in the development of information sharing agreements to ensure that privacy requirements, roles and responsibilities are addressed.

Further information about the social work profession can be found at www.nlcsw.ca or by contacting:

Newfoundland & Labrador
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