



Yarmouth Hospital Foundation (YHF)

POLICY: Governance	NUMBER: A13	
SUBJECT: Privacy Policy		
DRAFT:	REVISED / REAFFIRMED: September 9, 2021 (MD contact info changed)	BOARD APPROVED: November 30, 2021

All information concerning donors and patients and their families is to be kept strictly confidential by all employees, volunteers and board members of Yarmouth Hospital Foundation. Employees, volunteers and board members will not seek out, discuss or transmit any information concerning a donor or patient records, condition, treatment or personal affairs or any matter relating to a donor or patient, other than as required in the performance of their duties.

Employees, volunteers and board members shall not make use of any patient or donor contact or information that they become privy to as a result of such contact, for purposes of personal benefit or gain.

Employees, volunteers and board members are to be reminded they have no right to give out information improperly. The managing director will draw to the attention of all employees, volunteers and board members of the Yarmouth Hospital Foundation the importance of ethics and confidentiality of donor and patient information as a condition of employment or volunteering.

Yarmouth Hospital Foundation has adopted the Association of Healthcare Philanthropy’s Statement of Professional Standards including statement VII stating that we have “respect for the rights of privacy of others and the confidentiality of information gained in the pursuit of [our] professional duties.

Yarmouth Hospital Foundation has adopted the Association of Healthcare Philanthropy’s Donor Bill of Rights including statement VI stating that donors may be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

I have read and will abide by the policy as stated above.

Signature

Date

Name – please print

The YHF has the following privacy policy relating to donor rights.

Respect for Privacy

In raising funds to support the Yarmouth Regional Hospital as a community and regional centre of excellence in health care, the YHF board and staff are committed to protection of the privacy of donors and potential supporters. YHF is compliant with the Personal Information Protection and Electronics Documents Act (PIEDA).

Use of Information

Information shared with YHF such as name, address, phone numbers, email address, donation history and other relevant information is collected to

- comply with Canada Revenue Agency guidelines
- provide periodic stewardship information and recognition
- provide information about YHF and its activities
- provide further opportunities to support YHF

Information Stays with YHF

YHF does not sell, lease, trade or share personal information with anyone; only generalized statistic without personal identifiers may be shared or reported. Personal information about donors is stored in a password protected data base or manual filing within the YHF office. Staff members or administrative volunteers sign a confidentiality agreement as part of their terms of employment/volunteer work.

Acquiring Information

Donor information becomes part of the YHF database when a donation is made or participation in a YHF program or event occurs. Names, addresses, email addresses and phone numbers published in directories or other public records may also be used to acquire new donors for support.

YHF does not have access to patient records and medical information within the Yarmouth Regional Hospital or any part of Nova Scotia Health.

Recognizing Donations

All donors are recognized in the YHF Book of Honour. Names of donors who have contributed \$5,000 or more are displayed on the Wall of Honour. Both the Book and Wall are located in the main lobby of the Yarmouth Regional Hospital.

Contact Information

For questions, comments, requests for anonymity or removal of names from the mailing list, please contact:

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