

# Information Technology Confidentiality Agreement

I am aware that Alberta Health Services (AHS) Edmonton has directives, policies and procedures regarding privacy, confidentiality, and security of health information ([www.intranet.capitalhealth.ca/policies](http://www.intranet.capitalhealth.ca/policies)).

I agree that I am responsible for understanding and complying with these directives, policies and procedures, and I am aware that they include the following requirements:

- Computing facilities and services are to be used only for authorized purposes. Activity logs are maintained in order to track usage.
- The least amount of appropriate individually-identifiable health information necessary to provide health services will be accessed. Such information must only be shared with individuals who need to know and are authorized to receive the information.
- Computer user-IDs, passwords or other authorized information provided to individual users must not be shared with others.
- Everyone with access to information is responsible for the security of that information.
- Users must log off or lock workstations located in publicly accessible areas when leaving them.
- Everyone is required to report incidences of improper and/or illegal activities including using AHS Edmonton facilities for abusive and/or malicious communications.

Except when I am authorized to do so, I will not access or disclose identifiable health information. I understand that a breach of this agreement may result in disciplinary action leading up to and including employment or contract termination, revocation of access to AHS Edmonton resources, or other action as appropriate, including referral to a professional body. I agree to cooperate with any audit or monitoring program concerning the use of AHS Edmonton computing facilities and services, and I understand that information pertaining to any misuse of these facilities and services may be reported to the Office of the Information and Privacy Commissioner of Alberta.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## For More Information

See Corporate Administrative Procedures 6.3.1 - Health Information, 6.3.2. - Health Information Security and 6.4 - Health Information Security Breach or Violation at [www.intranet.capitalhealth.ca/policies](http://www.intranet.capitalhealth.ca/policies) or contact Information Technology, Information Centre at 780-735-HELP (4357).

