

Standard Area 3.0

Ethical Practice



3.1 Privacy/Confidentiality

Standard

A **regulated member** of ACSLPA respects **clients'** right to privacy/confidentiality of information and practices in compliance with relevant legislation and regulations.

Indicators

To demonstrate this standard, the regulated member will:

- a) Comply with all relevant privacy legislation.
- b) Maintain an environment and engage in practices that protects the privacy and confidentiality of client information (e.g., paper-based, audio, video and electronic) in all contexts of service delivery (e.g., collection, storage, use, disclosure and destruction of **records**).
- c) Access information and archival systems (e.g., electronic records, paper files) only as required for the provision of **professional services**.
- d) Ensure any risks to privacy and confidentiality of client information involved in the transport of records from one location or medium to another are minimized.

Expected Outcomes

Clients can expect that their rights to privacy and confidentiality are maintained according to existing legislation and regulations.

Resources

All ACSLPA documents and relevant Alberta Government legislation can be accessed from the ACSLPA website at www.acslpa.ca.

- ACSLPA. (2017). *Code of Ethics*. Edmonton: Author.
- ACSLPA. (2011). *Clinical Documentation and Record Keeping Guideline*. Edmonton: Author.
- Government of Alberta. (2000). *Freedom of Information and Protection of Privacy Act (FOIP)*. Edmonton: Alberta Queen's Printer.
- Government of Alberta. (2000). *Health Information Act*. Edmonton: Alberta Queen's Printer.
- Government of Alberta. (2003). *Personal Information Protection Act (PIPA)*. Edmonton: Alberta Queen's Printer.
- Government of Alberta. (2010). *Electronic Health Record Regulation*. Edmonton: Alberta Queen's Printer.

Client refers to "an individual, family, substitute decision maker, group, agency, government, employer, employee, business, organization or community who is the direct or indirect recipient(s) of the regulated member's expertise".

Professional services refer to "all actions and activities of a regulated member in the context of professional practice".

Record refers to "information in any form or medium, including notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner".

Regulated member refers to "an individual who is registered with ACSLPA in any of the categories of membership prescribed in Regulation and in the ACSLPA Bylaws".