

DISCLOSURES OF CIHI DATA

2010

	Request / Disclosure	Request Format	Other Requirements & Approvals	Agreements
A	<p>Requests from the PUBLIC or MEDIA organizations to obtain aggregate data, such as CIHI published statistical data and data posted to CIHI's external website</p> <p>Refer to sections 32 and 33 of CIHI's Privacy Policy, 2010</p>	<p>Any format, via Stakeholder Communications or Program Areas</p>	<p>Not applicable</p>	<p>Not applicable</p>
B	<p>Requests from MEDIA organizations to obtain customized aggregate data</p> <p>Refer to sections 32 and 33 of CIHI's Privacy Policy, 2010</p>	<p>Any format, via Stakeholder Communications only</p>	<ol style="list-style-type: none"> 1. Requests for customized aggregate data are approved, processed, and released by CIHI Program Areas to Stakeholder Communications. 2. Aggregate data and customized aggregate data are also reviewed by CIHI Program Areas to minimize any risk of identifiability and residual disclosure of information about individuals. 	<p>Disclaimer, as required</p>
C	<p>Requests by the PUBLIC to use CIHI copyright material</p>	<p>In writing from the public, directly to copyright@cihi.ca</p>	<p>Reviewed by Privacy and Legal Services and may require consultation and/or approval with applicable Program Area</p>	<p>Written permission granted by CIHI, including conditions of use and/or reproduction</p>
D	<p>Requests by DATA PROVIDERS/ MINISTRIES OF HEALTH for data that was originally provided ("return of own data")</p> <p>Refer to sections 34 to 36 of CIHI's Privacy Policy, 2010</p>	<p>In writing to the relevant Program Area</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> - letter - email - fax 	<ol style="list-style-type: none"> 1. CIHI Program Area Director and/or Manager sign-off prior to the release of data. 2. Data must be returned using one of CIHI's preferred methods of dissemination. 	<p>Not applicable</p>
E	<p>Requests by THIRD PARTIES for aggregate data</p> <p>Refer to section 45 of CIHI's Privacy Policy, 2010</p>	<p>Requestors must complete CIHI's request form for aggregate data</p>	<ol style="list-style-type: none"> 1. CIHI Program Area Director and/or Manager sign-off. 2. Data are reviewed by CIHI to ensure there are no units of observations less than 5 are in tables in order to minimize any risk of identifiability and residual disclosure of information about individuals. 	<p>Requestors must enter into an agreement with CIHI for aggregate data</p>

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<p>F Requests by THIRD PARTIES for de-identified record-level data</p> <p>Refer to section 20 to 27 of <i>CIHI's Privacy Policy, 2010</i>, for approval requirements for data linkage</p> <p>Refer to sections 37 to 39 of <i>CIHI's Privacy Policy, 2010</i>, for general disclosures provisions</p> <p>Refer to sections 46 to 52 of <i>CIHI's Privacy Policy, 2010</i>, for disclosures of de-identified data</p> <p>Refer to sections 54 to 57 of <i>CIHI's Privacy Policy, 2010</i>, for disclosures of outside of Canada</p>	<p>Requestors must complete CIHI's request form for record-level data *</p>	<ol style="list-style-type: none"> 1. Evidence of requisite Research Ethics Board approval from the requestor, where appropriate. 2. Approval by CIHI's Privacy, Confidentiality and Security Team, where data linkage is involved, or approval by CIHI's CEO/ President where: <ol style="list-style-type: none"> (a) a request involves data linkage that is unusual/ exceptional/ precedent-setting; and (b) data will be located, or remotely accessed, or in transit outside of Canada. 3. Evaluation of data by CIHI Program Areas to assess and subsequently minimize risks of re-identification and residual disclosure. 4. CIHI Program Area Director and/or Manager sign-off prior to the release of data. 5. Data must be disclosed using one of CIHI's preferred methods of dissemination. 6. CIHI ensures disclosed data are securely destroyed 3 years after release of data, as a standard. 	<p>Requestors must enter into a data protection agreement with CIHI, and complete CIHI's IT Security Form</p>
<p>G Requests by THIRD PARTIES for personal health information</p> <p>Notes:- CIHI discloses personal health information in limited circumstances, where:</p> <ul style="list-style-type: none"> - Recipient obtains individual consent; or - Recipient is a prescribed entity or person under Ontario's PHIPA (privacy legislation); - Authorized or required by law <p>Refer to sections 20 to 27 of <i>CIHI's Privacy Policy, 2010</i>, for approval requirements for data linkage</p>	<p>Requestors must complete CIHI's request form for record-level data *</p>	<ol style="list-style-type: none"> 1. Evidence of the requisite Research Ethics Board approval from the requestor, where appropriate. 2. Approval by CIHI's Privacy, Confidentiality and Security Team, where data linkage is involved, or approval from CIHI's CEO/ President is required for all disclosures of personal health information, including where: <ol style="list-style-type: none"> (a) a request involves data linkage that is unusual/ exceptional/ precedent-setting; and (b) data will be located, or remotely accessed, or in transit outside of Canada. 3. CIHI Program Area Director and/or Manager sign-off prior to the release of data. 4. Data must be disclosed using one of CIHI's preferred methods of dissemination. 5. CIHI ensures disclosed data are securely destroyed 3 years after release of data, as a standard. 	<p>Requestors must enter into a data protection agreement with CIHI, and complete CIHI's IT Security Form</p>

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<p>Refer to sections 37 to 39 of <i>CIHI's Privacy Policy, 2010</i>, for general disclosures provisions</p> <p>Refer to sections 40 to 44 of <i>CIHI's Privacy Policy, 2010</i>, for disclosures of personal health information</p> <p>Refer to sections 53 and 57 of <i>CIHI's Privacy Policy, 2010</i>, for disclosures of outside of Canada</p>			
<p>H Requests by THIRD PARTIES for health facility identifiable information by name</p> <p>Refer to <i>section 6 of CIHI's Policy on Health Facility Identifiable Information</i></p>	<p>CIHI will generally require third parties who request Health Facility Information by name from CIHI to obtain prior authorizations from the data providers unless, for example, the information is:</p> <ul style="list-style-type: none"> a. publicly available or in the public domain; or b. authorized or required by law; or c. included in CIHI products. 		
	<p>For aggregate data, requestors must complete CIHI's request form for aggregate data</p>	See section E	Requestors must enter into an agreement with CIHI for aggregate data
	<p>For de-identified record-level data, requestors must complete request form for record-level data</p>	See section F	Requestors must enter into a data protection agreement with CIHI, and complete CIHI's IT Security Form
	<p>For personal health information, requestors must complete CIHI's request form for record-level data</p>	See section G	Requestors must enter into a data protection agreement with CIHI, and complete CIHI's IT Security Form

* In very limited circumstances, CIHI may enter into a data sharing agreement (DSA) or other legally binding instrument with a data requestor where a request is for a significant volume of record-level data, or the need for the data is ongoing and is generally related to a broader program of work. In this case, the DSA or other legally binding instrument is signed by CIHI's President and CEO.

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