



Title: Privacy Policy	Initial Effective Date: July 5, 2024
Category: 10.0 Privacy/Health Information Management	Revision Effective Date:
Document Number: 10.01	Scheduled Review Date: July 5, 2027
Approval Authority: Chief Executive Officer	

Introduction

Welcome to Thorpe Recovery Centre. We are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner. This privacy policy outlines how we collect, use, disclose, and protect your personal information.

Information We Collect

We may collect personal information about you in various ways, including:

- **Personal Information:** Name, date of birth, address, phone number, email address, and other contact details.
- **Health Information:** Medical history, treatment plans, and other health-related information necessary for providing our services.
- **Donor Information:** Name, contact details, donation history, and other relevant information.
- **Staff Information:** Training records, competency assessments, and other employment-related information.

Purpose of Collecting Information

We collect your personal information for the following purposes:

- **Providing Services:** To deliver and manage our addiction treatment and mental health services effectively.
- **Communication:** To communicate with you regarding your treatment, appointments, and other relevant information.
- **Compliance:** To comply with legal and regulatory requirements.
- **Improvement:** To improve our services and enhance the quality of care.
- **Donor Management:** To manage donations and maintain donor relations.
- **Staff Development:** To track staff training and ensure competency.

Legal Authority

Our collection, use, and disclosure of personal information are governed by:

- **Health Information Act (HIA)**
- **Personal Information Protection Act (PIPA)**
- **Employment Standards Act**
- **Records Management Act**

How We Use Your Information



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We use your personal information in the following ways:

- To provide comprehensive and continuous care.
- To communicate with other healthcare providers involved in your care.
- To assess eligibility for our services.
- To manage and acknowledge donations.
- To ensure staff are adequately trained and competent.

Disclosure of Your Information

We may disclose your personal information to third parties in the following circumstances:

- **With Your Consent:** When we have your consent to do so.
- **Healthcare Providers:** To other healthcare providers involved in your care.
- **Legal Requirements:** When required by law or regulatory authorities.
- **Service Providers:** To third-party service providers who assist us in delivering our services, under strict confidentiality agreements.

Protecting Your Information

We are committed to safeguarding your personal information through:

- **Security Measures:** Implementing appropriate technical and organizational measures to protect your data.
- **Training:** Ensuring staff are trained on privacy and data protection policies.
- **Access Control:** Limiting access to your information to authorized personnel only.

Access and Correction

You have the right to:

- **Access Your Information:** Request access to your personal and health information.
- **Correct Your Information:** Request corrections to any inaccuracies in your information.

To make a request, please contact our Privacy Officer.

Changes to This Policy

We may update this privacy policy from time to time. Any changes will be posted on this page, and we will notify you of significant changes.

Contact Us



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If you have any questions or concerns about our privacy policy or practices, please contact our Privacy Officer at:

Attention: Privacy Officer, Thorpe Recovery Centre

Email: info@thorperecoverycentre.org

Phone: 780-875-8890 or 1-877-875-8890 (Toll Free)

Mail: P.O. Box 291, 21060 Tranquility Way, Blackfoot, AB T0B 0L0

Fax: 780-875-2161

Thank you for trusting Thorpe Recovery Centre with your personal information. We are committed to protecting your privacy and providing you with high-quality care.

Version History

Date	Changes Made
July 5, 2024	New Policy
Click or tap to enter a date.	