

To: All staff and physicians
From: Kelly Chase, Chief Privacy Officer
Date: Nov. 12, 2020
Re: **Confidential Information**

COVID-19 confidential information

This is a reminder that as Horizon employees, we all have a duty to protect personal health information and other sensitive confidential information. This includes confidential information related to COVID-19.

As stressed in Horizon's [Confidentiality Policy](#), privacy e-learning, and privacy legislation, we must keep personal health information and sensitive confidential information confidential. This information includes but is not limited to:

- Patient-related health information
- COVID-19 case numbers prior to public release
- COVID-19 lab results
- PROMT response information
- Health system response processes and issues

Should any Horizon employee suspect or be notified of an individual or individuals collecting, using, disclosing or otherwise sharing confidential information in a manner that violates privacy legislation or Horizon policies and procedures, it must be reported immediately and an investigation will be conducted pursuant to our Privacy Incident and Breach Management Policy.

I would like to remind you that the completion of privacy e-learning and the signing of the Confidentiality - Declaration of Understanding is **mandatory** and I would encourage all of you to review your obligations pursuant to same. Increased audits, to ensure compliance with our policies and the law are being conducted.

Success during the first wave was due in part to our ability to act as a source of accurate information throughout the wave; but also because of all of YOUR hard work and respect for patient confidentiality. Privacy breaches have serious consequences, including

corrective action which may be disciplinary in nature. Privacy breaches can negatively impact our operations, and they can also negatively impact, and harm affected individuals, which erodes trust in the health care system.

If you have any questions about COVID-19 and Privacy, please do not hesitate to reach out for guidance.