



MIDWIFERY GROUP OF OTTAWA PRIVACY STATEMENT

The Midwifery Group of Ottawa is bound by law and professional ethics to safeguard your privacy and the confidentiality of your personal information.

This includes:

- collecting only information that may be necessary for your care;
- keeping accurate and up-to-date records;
- safeguarding the medical records in our possession;
- sharing information with other health care providers and organizations on a “need to know” basis where required for your health care;
- disclosing information to third parties only with your express consent, or as permitted by law; and
- retaining/destroying records in accordance with the law.

You will be asked to sign an email consent form that allows your midwife to send laboratory and ultrasound requisitions and correspondence by email. The email attachments may include your name, address, telephone number, date of birth and OHIP number.

We will share some of your information with our hospital’s Admission Department, including your name, address, telephone number, OHIP, date of birth and due date. In order to ensure safe care for you and your baby, your chart will be sent to the Birth Unit and Birth Centre (if applicable) closer to your due date. You have the right to see your records. You may also obtain a copy of your records at any time. We will provide you with a copy of your clinical records at your final postpartum visit.

Please speak to your midwife if you have any concerns about the accuracy of your records.

If you would like to discuss our privacy policy in more detail, or have specific questions or complaints about how your information is handled, please ask to speak to our privacy officer. For additional information, you may obtain a copy of our Privacy Policy from our staff.