

Procedure for Making a Request that Personal Information not be Used or Removed

A client/individual may request that their personal information not be entered into *Cancer Care Nova Scotia's* data holding/registry/database or that existing personal information be removed, subject to legal or contractual restrictions and reasonable notice.

Procedure:

1. Requests that personal information not be used or removed from a data holding/registry/database must be made to *Cancer Care Nova Scotia's* Privacy Officer in writing using the *Request for Removal / No Use of Personal Information* form (Appendix A), by the individual or their authorized representative.
2. An authorized representative, for the purposes of subsection 1 includes a person designated as a power of attorney, a personal guardian, or a person authorized by an individual to act on that individual's behalf. Copies of supporting documentation must accompany the request.
3. The Privacy Officer will make a note of the date the request is received and confirm with the individual that the request has been received.
4. A request that personal information not be used or removed from a data holding/registry/database shall provide sufficient particulars to enable identification of the record. The Privacy Officer may contact the requester for more information in order to ensure they understand the request.
5. If the request is approved, *Cancer Care Nova Scotia's* Privacy Officer will inform the client/individual of the implications of removing their personal information and notify them once the information has been removed.
6. Where personal information cannot be removed, *Cancer Care Nova Scotia* shall provide the client / individual with the rationale for not granting their request. *Cancer Care Nova Scotia* shall make a notation related to the specific request not use or to remove personal information and the rationale for not granting the request.

Appendix A

Privacy Officer:

Chris Collier, Director of Administration
Cancer Care Nova Scotia
Room 505, Bethune Bldg.
QEII Health Sciences Centre – VG Site
1278 Tower Rd.
Halifax, NS B3H 2Y9

Telephone: (902) 473-2933
Fax: (902) 473-4982

Request for Removal or Non-Use of Personal Information

Complete this form to request that your personal information not be used by, or removed from *Cancer Care Nova Scotia's* data holding/registry/database.

This request is for your personal information not be used or removed.

Please print

Full Name: _____
Last Name First Name Middle Initial

Address: _____

Phone: _____ Fax: _____

E-Mail: _____
(Provide only if you prefer to receive communication by email)

Nova Scotia Health Number: ____/____/____.

Personal Information that is requested not to be used, or to be removed:

Time Period for this request, include a start and end date (e.g. July, 1 2006 to July 1, 2007):

Your Signature

(Signature of the person making the request)

Date:

For office use only
Date Received: _____ **Request No.** _____