BREATHE MINDFULNESS CENTRE INC.

YOUR RIGHTS USING OUR SERVICES

Nova Scotia's Personal Health Information Act (PHIA) came into effect on June 1, 2013. PHIA governs the collection, use, disclosure, retention, disposal and destruction of personal health information. It recognizes both the right of individuals to protect their personal health information and the need of custodians to collect, use and disclose that information in order to provide, support and manage health care.

PHIA requires all health service providers to inform you of your rights and to obtain your expressed consent before collecting, using or disclosing your personal information. At Breathe Mindfulness Centre Inc., we are committed to upholding the confidentiality and integrity of all client personal health information.

USE OF YOUR COLLECTED INFORMATION

The following outlines how the personal health information we collect from you is used.

Personal & Contact Data:

- To identify you as a client of Breathe Mindfulness Centre Inc.
- To contact you when necessary (e.g., appointment scheduling, reminders, and billing).
- To maintain a record of our contact and interactions with you.
- For administrative and accounting purposes.

Clinical & Wellness Records, Session Notes, and Assessments:

- To ensure accountability and integrity of the mindfulness and wellness services you receive.
- To assist in the development and implementation of appropriate support, programming, and treatment planning.
- To maintain continuity and objectives throughout your care with us.
- To meet professional, ethical, and regulatory obligations.

WHO MAY RECEIVE YOUR INFORMATION

Protecting the confidentiality of your personal and clinical information is our primary commitment. Your information will not be disclosed without your expressed written consent, except in the following circumstances:

- If the information is lawfully subpoenaed by a court.
- If a risk of harm to yourself or others is disclosed or assessed during our contact.
- If an ongoing risk of child abuse, elder abuse, or neglect is revealed during our contact.
- Where there is an expressed and mutually understood agreement between you and a third party (e.g., an Employee Assistance Program or referral agency). The procedures and scope of disclosure will be explained and agreed upon by all parties prior to services commencing.

- If it is necessary to secure payment for overdue accounts through collection agents or the courts — in which case only relevant personal data will be disclosed.

Where appropriate, you will be given prior notice before any of the above disclosures occur.

YOUR ADDITIONAL RIGHTS UNDER PHIA

Except where disclosure would be unethical, clinically harmful, or considered frivolous or vexatious, you have the right to:

- Decide how your personal health information is used.
- Agree to or refuse the sharing of your information beyond the exceptions noted above.
- Request access to and view your personal data and clinical records.
- Request correction of your information if you believe it is inaccurate or incomplete.
- Request a record of access activity for electronic information systems that hold your data.

Data Breach Notification: Should a breach of your personal health information occur and it is determined that such a breach is likely to cause harm, embarrassment, or significant consequence, you will be promptly notified in accordance with PHIA.

INQUIRIES, CORRECTIONS & COMPLAINTS

If you have questions, wish to request a correction, or need to make a complaint regarding your personal health information, please contact:

Breathe Mindfulness Centre Inc.

Contact Person: Privacy Officer (Jacqueline Milner, Director) / Practice Administrator
Address: 107-24 Harbourside Drive, Wolfville, NS B4P1L6
Phone: 902-233-4793
Email: admin@breathemindfulness.com

PHIA Review Office (Nova Scotia)

Address: P.O. Box 181, Halifax, NS B3J 2M4
Phone: 902-424-4684
Toll-free: 1-866-243-1564
Fax: 902-424-8303