

Background

The Health Sciences Placement Network of BC (HSPnet) is a secure web-enabled application developed and managed by the BC Academic Health Council. The HSPnet database contains information about students in clinical placements (also known as fieldwork or practica) within health agencies. Students authorize HSPnet to collect, use and/or disclose their personal information for the purpose of locating and coordinating their placements.

This document provides a summary of the Policies of the BC Academic Health Council, specific to HSPnet, relating to the protection of personal information under its control. The complete Policies can be viewed on the HSPnet website at www.hspbc.net.

Collection, Use, and Disclosure of Personal Information in HSPnet

In general, personal information in HSPnet:

- Is collected, used, and disclosed only for purposes consistent with identifying and coordinating student placements;
- Cannot be used or disclosed without the consent of the student whose personal information is to be collected; and
- Is disclosed only to authorized individuals on a need-to-know basis, and in general only to individuals involved in student placements within the individual's educational program, and within the receiving agency.

Information Collected	Uses of Information	Disclosure of Information
May include any or all of: <ul style="list-style-type: none"> • Full name • Home address and phone number • Email ID • Student number • Placement Preferences (1st, 2nd and 3rd choices if offered) • Student profile (summary of educational, volunteer, and other history relevant to the educational program and/or placement request) 	Within Placing Agency: <i>(by Authorized users only within the Student's Educational Program)</i> <ul style="list-style-type: none"> • To contact students regarding placement needs or status, or regarding urgent issues such as labour disruption at the placement destination • To produce group and class lists or placement summaries for Program staff and instructors • To generate placement confirmation notices and schedules • To relay the contact information of placement destination contacts to students • To maintain a student history of placement experiences 	To Receiving Agency: <i>(by Authorized users only within the placement destination(s) being asked to accept the student)</i> <ul style="list-style-type: none"> • Non-identifiable profile – disclosed to Receiving Agency at the time of making a placement request, in order to facilitate a good fit between student and placement experience • Identifiable information (including student name and profile but <i>excluding</i> address, email and phone) – disclosed to Receiving Agency when the placement is confirmed in order to facilitate placement arrangements and to record a permanent history of students received by an agency (for risk management purposes)

(Continued on reverse)

Safeguards

- The accuracy and completeness of personal information within HSPnet is maintained through the use of system tools such as mandatory fields and formatting rules, and through periodic review of data quality to identify the need for interventions including user training and system modifications.
- HSPnet data is physically and logically secured in accordance with industry standards and best practices, including enforcement of strict rules on password protection and use of anti-virus software, hardware and software firewall protection, and data encryption.
- Periodic audits of HSPnet transactions are carried out to ensure there are no problems and/or gaps in the user interface that might permit inappropriate access to data.

Openness, Access, and Challenging Compliance

- BCAHC provides a mechanism whereby an individual can access their own information as well as a complete description of the type of personal information collected and the Identified Purposes for collecting, using or disclosing the information.
- An individual may request changes to their personal information contained in HSPnet, and may register a complaint or challenge regarding the handling of their personal information in HSPnet by contacting the BCAHC privacy officer at 604-739-3910.