



Information and Privacy
Commissioner of Ontario
Commissaire à l'information
et à la protection de la vie privée de l'Ontario

October 31, 2011

VIA ELECTRONIC AND REGULAR MAIL

John Wright, President and CEO
Canadian Institute for Health Information
495 Richmond Road, Suite 600
Ottawa, Ontario
K2A 4H6

Dear Mr. Wright:

RE: Review of the Report on the Practice and Procedures of the Canadian Institute for Health Information

Pursuant to subsection 45(4) of the *Personal Health Information Protection Act, 2004* ("the Act"), my office is responsible for reviewing the practices and procedures implemented by each prescribed entity to protect the privacy of individuals whose personal health information it receives, and to protect the confidentiality of that information, every three years.

Given the practices and procedures of the Canadian Institute for Health Information (CIHI), a prescribed entity within the meaning of the *Act*, were last approved on October 31, 2008, my office was again required to review these practices and procedures and advise whether they continue to meet the requirements of the *Act* on or before October 31, 2011.

In accordance with the new process as set out in the *Manual for the Review and Approval of Prescribed Persons and Prescribed Entities* ("the *Manual*"), CIHI, as a prescribed entity which was seeking the continued approval of its practices and procedures, submitted a detailed written report and sworn affidavit to my office. These documents were to conform to the requirements set out in the *Manual*.

My office has now completed its review of your report and affidavit. Based on this review, I am satisfied that CIHI continues to have in place practices and procedures that sufficiently protect the privacy of individuals whose personal health information it receives, that sufficiently maintain the confidentiality of that information and that continue to meet the requirements of the *Act*.

Accordingly, effective October 31, 2011, I am pleased to advise that the practices and procedures of CIHI continue to be approved for a further three-year period.

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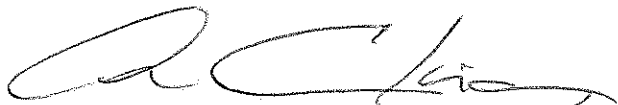
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Attached is an Appendix containing a recommendation to further enhance the practices and procedures of CIHI, which must be implemented prior to the next legislated review.

I would like to extend my gratitude to you and your staff for the cooperation provided during the course of the review, including the diligence and timeliness in submitting the requested documentation, in responding to requests by my office for further information and in making the amendments requested.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ann Cavoukian', written in a cursive style.

Ann Cavoukian, Ph.D.
Commissioner

cc: Louise Ogilvie, VP Corporate Services
Anne-Mari Phillips, CPO and General Counsel

Appendix

It is recommended that CIHI amend its policies, practices and procedures to prohibit the transfer, by way of courier or regular mail, of records containing personal health information, which prohibition is to take effect, as soon as possible, but no later than April 1, 2012.