APPLICANT COPY

Joa...a Gamblin

From: Joanna Gamblin
Sent: Friday, June 28, 2013 3:18 PM
To: Robyn Cieply
Cc: Janet Fung
Subject: Privacy Incident 13-INP-17615 Southwest Edm Home Living
Attachments: 1112 Policy Collection Access Use and Disclosure.pdf

Good afternoon Robyn & Janet,
My apologies in being unable to connect with you until today, and I am unable to catch either of you in your office.
The above reported incident involved (2) client files being left on the top of a car. Thank goodness for good Samaritan advising us and allowing the document recovery.

I will be out of the office effective today

Upon my return we will need to look at: s.17(1), 17(4)(g)(i)

- notifying the (2) clients (apology).
- Details of what information was contained in the files (home care file/master file? Etc)
- Review transport policy adherence
- Review prevention strategies and/or responsible staff member re-training and/or discipline.

I have attached the transport policy (Appendix A) for your reference. I have logged to contact you upon my return.

Thank you

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