

# Notice of Privacy Practices

## 1. Our Commitment to Privacy

We respect your privacy. Your health information is collected, used, and shared only as allowed by Alberta's Health Information Act (HIA) and other applicable privacy laws. We are required to protect your information against unauthorized access, use, or disclosure.

## 2. What Information We Collect

When you receive services at Chelsea Hughes Aesthetics Inc., we collect personal and health information such as:

- Your name, date of birth, and contact details
- Emergency contact name and phone number
- Health history and treatment information
- Billing and payment details

This information is necessary for safe and effective care.

## 3. How We Use and Share Your Information

Your information may be used to:

- Provide and record your care
- Communicate with you about your appointments and services
- Bill for services (if applicable)
- Meet legal or regulatory requirements

The Clinic **may disclose** individually identifying health information **without the consent** of the subject individual as per Section 35 of the HIA. In all cases, the Clinic will consider the expressed wishes of the individual regarding his or her health information and disclose the least amount of identifying health information at the highest level of anonymity that the Clinic considers necessary to:

- Other healthcare providers involved in your care
- Insurers or third parties, but only with your consent or when required by law
- Regulators, public health authorities, or law enforcement, if required by the HIA
- Family members of the individual, or a close friend, (emergency contact) if the information is provided in general terms and concerns the presence, location, and condition of the individual on the day on which the information is disclosed.

## 4. Your Rights

Under the HIA, you have the right to:

- Access your records: You may ask to see or get a copy of your health information.
- Request corrections: If something is incorrect, you can request a correction.

unless required by law.

- Be informed of disclosures: We will keep a log of when and why your health information is shared.
- Limit or withdraw consent: You may limit or withdraw consent for sharing your information.

## **5. Safeguards**

We use physical, technical, and administrative safeguards to protect your information, including:

- Secure storage of paper and electronic records
- Password-protected systems and encrypted communications
- Shredding or secure destruction of records when no longer required
- Staff training and confidentiality agreements

## **6. Questions or Concerns**

If you have questions about how your information is handled, or if you wish to make a request regarding access or corrections, please contact our Privacy Officer:

Chelsea Hughes Aesthetics Inc.  
Privacy Officer: Chelsea Hughes, RN  
Email: [chelseahughesaesthetics@gmail.com](mailto:chelseahughesaesthetics@gmail.com)  
Phone: 587-329-8115

If you are not satisfied with our response, you may contact the Office of the Information and Privacy Commissioner of Alberta (OIPC) at:

■ 1-888-878-4044 | ■ [oipc.ab.ca](http://oipc.ab.ca)

If a correction request is refused, you may submit a written statement of disagreement that will be added to your record.