

## Privacy Notice

The Provincial Health Services Authority (PHSA) and its member agencies respect your right to privacy and take seriously its responsibilities regarding the collection, use and disclosure of your personal information. Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act of BC, section 26 (c).

The personal information that you provide when using the PHSA Employee Absence Reporting Line will be used to communicate your absence from the workplace and help identify individuals who qualify for the Early Intervention Program (EIP). The information you will be asked to provide in the automated system will be whether your absence from the workplace is due to:

1. Personal illness
2. Injury
3. Other
4. Pre-planned

You will also be asked to identify the number of shifts you will be off and the start time of the shift you will be absent from.

Your information will be shared with our staff on a “need to know” basis. We do not sell or rent the information you provide to us to third parties. However, we do contract with a service provider to assist us in maintaining and managing our databases and to communicate your absence from the workplace. We do not authorize this third party to make any other use of your information. To view the third party vendor privacy policy please refer <http://www.engenic.com/pdf/engenic-privacy-policy-2012.pdf>

Under certain circumstances, some personal information may be disclosed pursuant to the Freedom of Information and Protection of Privacy Act of B.C and other legislation. For example, where we believe in good faith that the law requires disclosure of such information in response to legal process and law enforcement rights.

If you have any questions about the collection, use and disclosure of your personal information, please contact:

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