

Privacy Statement

Developmental Services of Leeds and Grenville (DSLGS) understands the importance of protecting the personal information of people it supports. DSLGS's confidentiality and privacy practices are in compliance with all applicable government regulations and laws. Employees and volunteers are required to follow established policies and procedures to maintain confidentiality and privacy, and safeguard against theft, loss and unauthorized use. Individuals affected by a privacy breach will be informed of the incident and the actions taken to correct or mitigate the breach.

DSLGS will maintain privacy of information through:

- Preventing privacy breaches
- Reporting suspected breaches
- Ensuring only the most relevant personal information is collected and stored
- Creating and maintaining accurate and professional records
- Sharing personal information with written consent, or when required by law
- Providing mandatory annual training to all those in the work environment

Informed Consent Statement

Developmental Services of Leeds and Grenville understands the importance of obtaining informed consent for the provision of all services and supports, and for the sharing of personal information. Individuals should understand the nature, purpose and consequences of what they are consenting to, and provided the opportunity to say "yes" or "no". Consent is an ongoing process, and individuals may change their consent over time. A "Substitute Decision Maker" can provide necessary consent if an individual is incapable of providing consent.

Employees and volunteers are required to follow established policies and procedures which address issues around the collection, use, or disclosure of personal information. Annual training is mandatory for all individuals in the work environment.

Issues or concerns related to privacy and informed consent will be addressed directly with the appropriate manager and/or Executive Director.



DSLGS
DEVELOPMENTAL SERVICES
OF LEEDS AND GRENVILLE

Enhancing Abilities, Promoting Independence,
Advocating for Inclusive Communities