Remote Access Policy

Manual: Administration	
Section:	Subsection:
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Approved By: Stephen Gray, CEO	
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Policy:

Port Perry Imaging is committed to keeping the personal health information (PHI) of its patients confidential, secure, and private under the terms of the *Personal Health Information Act*, 2004 (PHIPA). To meet this commitment Port Perry Imaging has established standards for the use of Port Perry Imaging resources from outside the security of the internal Port Perry Imaging network.

This policy applies to all remote access users who access the Port Perry Imaging network through a non-Port Perry Imaging controlled network, device, or medium (e.g. the Internet).

A violation of this policy may lead to disciplinary action up to and including termination of employment.

Purpose:

To ensure that users understand restrictions placed on remote access to the Port Perry Imaging network and to protect any electronic data containing PHI or confidential corporate information accessed via remote access connections.

Definitions:

Personal Health Information (PHI): As taken from the Personal Health Information Protection Act, 2004, Section 4(1).

Personal Health Information means identifying information about an individual in oral or recorded form, if the information,

a) relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family,

b) relates to the providing of health care to the individual, including the identification of a person as a provider of health care to the individual,

c) is a plan of service within the meaning of the *Home Care and Community Services Act, 1994* for the individual,

d) relates to payments or eligibility for health care, or eligibility for coverage

for health care, in respect of the individual,

e) relates to the donation by the individual of any body part or bodily substance of the individual or is derived from the testing or examination of any such body part or bodily substance,

f) is the individual's health number, or

g) identifies an individual's substitute decision-maker

Procedures:		
Responsibility	*Steps*	*Actions*
Manager	1.	Submit a remote access request for employee.
IT Staff	2.	Add the authorized employee to the Port Perry Imaging Virtual Private Network (VPN) security Group.
	3.	Install approved VPN software onto authorized employee's Port Perry Imaging computer (if not already present).
	4.	Demonstrate how to use the VPN software to the authorized employee, and provide them with the *Remote Access (VPN)* User Guide.
Employee	5.	Follow the *Acceptable Use of Information Technology* policy at all times when using remote access.
	6.	Use only approved Port Perry Imaging standard remote access hardware and software.
	7.	Ensure that every reasonable measure is taken so that Port Perry Imaging resources are not used for purposes other than to conduct Port Perry Imaging business.
	8.	Ensure the following precautions are adhered to: • Do not leave a computer unattended with an active VPN connection • Always log off to exit applications and ensure the web browser window is closed following use • Do not store any data on the non- Port Perry Imaging network • Do not print or make copies of any Port Perry Imaging confidential information including files, data, screen prints, or other records for storage off the Port Perry Imaging network from a remote location

Endnotes: