

Toronto Central LHIN Resource Matching and Referral Privacy and Security Working Group

Terms of Reference

Mandate

The purpose of the Toronto Central LHIN Resource Matching & Referral (TC LHIN RM&R) Privacy and Security Working Group (PSWG) is to provide privacy and security consultation and advice to the RM&R Program related to privacy and security processes and practices.

Responsibilities

Act as sector champions by providing privacy and security advice and consultation on TC LHIN's RM&R program as it relates to the following:

- Privacy and/or security artifacts such as policies, risk treatment plans, and training material
- Evaluating privacy and security risks when exceptions to policies are requested
- System or business model changes impacting privacy and/or security
- Issue resolution related to audit results, incident reports, and complaints
- Additional tactical or strategic assignments from the Executive Committee, as required

Accountability

The Privacy and Security Working Group is accountable to the TC LHIN RM&R Executive Committee (EC). All recommendations of the PSWG are subject to ratification by the EC.

When applicable, privacy issues may be shared with the Toronto Central Privacy Working Group (TCPWG) to elicit additional feedback and/or information sharing.

Meeting Frequency and Attendance

- Meetings will be held ad hoc, as required. Meetings may occur on a more regular basis, as determined by the RM&R program and PSWG during periods of high activity.
- The use of delegates is permitted on an occasional basis, at the discretion of the participating member.

UHN Operational Role

SIMS RM&R Operations team to support operational management (e.g. preparing meeting material, liase with committee members, schedule review meetings, develop and track discussion/agenda items). SIMS Program Office is responsible to coordinate cross-committee communications and knowledge sharing activities.

Communications

Records of discussion/agenda items will be disseminated to members via email. Meeting material will be shared within a timely manner and shared with other committees, as required.

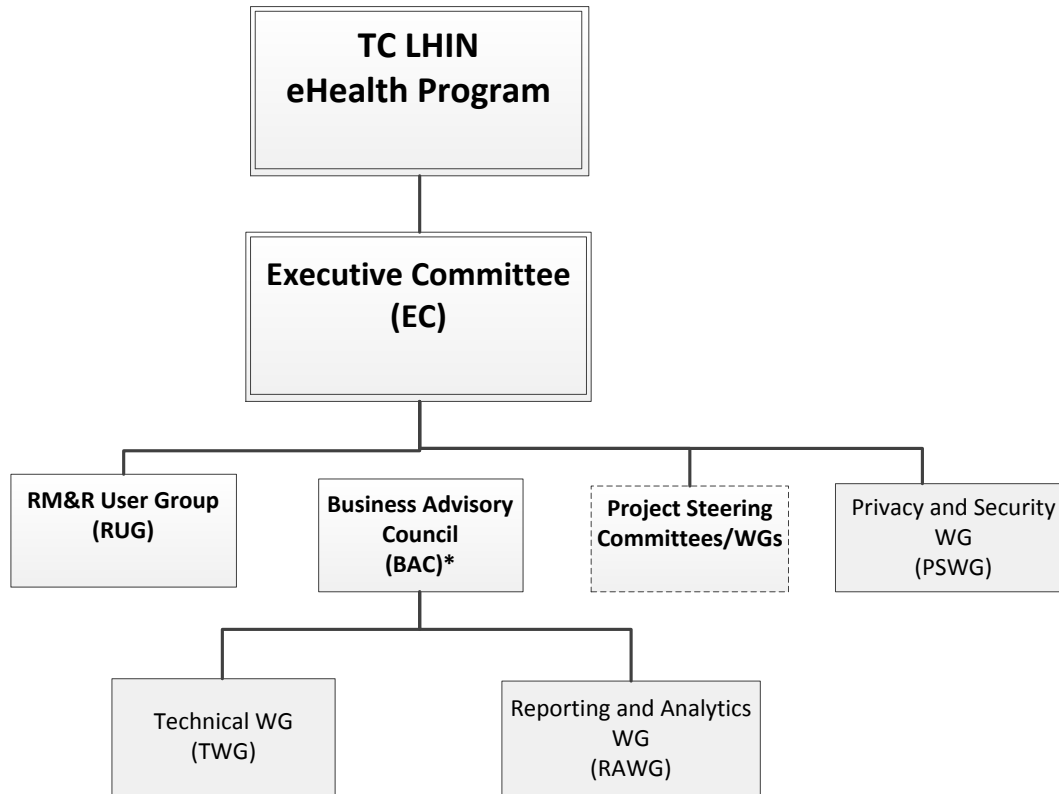
Membership

This document and committee membership will be reviewed, as requested by the committee. PSWG membership will be nominated by the associated Business Advisory Council (BAC) sector lead. Voting membership is comprised of 1 representative from each of the 6 sectors with organizations participating in RM&R, as well as 1 person representing each of the Program Sponsor, and the Delivery Partner. Membership renewal including potential changes or expansion will be considered as part of the annual program planning or as otherwise determined by the RM&R Executive Committee.

Chair: Robin Gould-Soil, RM&R Program (HINP)

Name	Privacy/Security Representation	Title	Organization/Sector
Alvin Cheng	Privacy & Security	Manager, eHealth Program	TC LHIN
Jennifer Foster	Privacy	Director, Privacy Officer	TC CCAC
Kamini Milnes	Security	Director, IM/IT	TC CCAC
Robin Gould-Soil	Privacy	Director, Privacy and Information Access	RM&R Program (HINP)
Aaron Hendricks	Security	Manager, Information Security	RM&R Program (HINP)
Jeff Curtis	Privacy & Security	Chief Privacy Officer	Acute (Sunnybrook)
Terrie Tucker	Privacy & Security	Executive Director eHealth, Chief Privacy Officer	Rehab/CCC (Baycrest)
Narain Motwani	Privacy & Security	Manager of Client Services	CSS (St. Clair Services for Seniors)
TBD	Privacy & Security		LTC

TC LHIN RM&R Governance Structure



Provincial RM&R Committees

