

Our Commitment to Your Privacy

Your privacy is important. The Saskatchewan Health Authority (SHA) protects your personal health information. We follow a law called the Health Information Protection Act (HIPA). This law explains how your information can be collected, used, and shared. Only people who need your information to care for you can see it.

This information sheet gives extra details for Family Treatment Centers.



Please also review the general [Mental Health Services Privacy and Confidentiality Information Sheet \(CS-PIER-0334\)](https://www.saskhealthauthority.ca/sites/default/files/2026-01/CS-PIER-0334-MHAIS-Privacy-Confidentiality-Information.pdf).

<https://www.saskhealthauthority.ca/sites/default/files/2026-01/CS-PIER-0334-MHAIS-Privacy-Confidentiality-Information.pdf>

Why We Collect This Information

We collect and document information about your child in your chart to help provide safe and well-planned care for you. This may include information needed to:

- Help with safety concerns for you or your child
- Understand custody or caregiving arrangements that affect your care
- Record important events involving your child that affect your treatment and your child's treatment
- Meet legal and professional duties about child safety and reporting

What Information is Collected

We only record the minimum amount of information needed. This means we document information only when there is something important to note. The information must be:

- Related to the services Recovery Treatment Centres (RTCs) provide
- Needed to understand risk, family situation, or other factors that affect your care

This is not your child's health record. It does not include:

- Your child's diagnosis or treatment
- Personal details that are not related to your care

How the Information Will Be Used

This information may be used to:

- Help create safety plans for you, your child, or others
- Guide decisions about family involvement, visits, or care planning
- Help staff understand family or custody situations when caring for you





Who May See This Information

Only certain people can see your information:

- RTC staff who are directly involved in your care
- Supervisors or clinical leaders who need the information for safety or quality of care
- Other healthcare providers involved in your care, only if allowed by HIPA and with your consent or legal permission
- People who have a legal right to access your chart (for example, through a HIPA request), within the limits of the law

Your child's information is part of **your** health record. Any request to access it must follow the proper process.

Limits to Confidentiality

RTC staff follow privacy rules under HIPA. However, there are times when they must share information without your consent. This may happen if:

- There are concerns a child may need protection ("mandatory reporting")
- There is a serious and immediate risk of harm to you or others
- The law, a court order, or a regulatory body requires it
- The information is needed to safely provide your health care.

Summary

- Giving consent is your choice, and you can take it back at any time.
- Taking back consent will not affect your care unless the information is needed for safety or legal reasons.
- Once information is written in your chart, it stays there but sharing it later must follow HIPA rules.
- Information written in your chart will be kept for the time required by law.
For children, this is at least 10 years or until the child turns 20, whichever is longer.

