



**Package C - Alberta Health Services (AHS)
Security and Confidentiality Agreement**
Health Sciences Programs
Health & Safety Requirements 2022–2023

Email completed, signed form to: Placement.HealthSciences@rdpolytech.ca

All Red Deer Polytechnic (RDP) Health Sciences students **MUST COMPLETE** the following mandatory Alberta Health Services (AHS) privacy training. The AHS Video and Module **must be completed** and the AHS Confidentiality and User Agreement **must be signed and submitted any time after your admission and before the start of your program.**

Why do I need to do this?

- All students in RDP Health Sciences C programs will have one or more practicum experiences at AHS facilities and programs.
- AHS has the legal responsibility for protecting the confidential and personal information of patients, workers, the public and AHS business information. The AHS Information and Privacy department ensures this responsibility is upheld by providing the necessary training and education resources.

What do I need to do? NOTE: FOLLOW EACH STEP CAREFULLY

1. Go to the following AHS website page to access the Education & Training resources:
<http://www.albertahealthservices.ca/info/Page3962.aspx>
2. **Click on the link** “*Information & Privacy and IT Security & Awareness Video*”.
3. After watching the video, **click on the link** to “*Complete the Online Learning Module*” which highlights key messages related to both Information Privacy and IT Security & Compliance. **Complete** the online learning module. On the last page of the module you will be directed to the “*Confidentiality and User Agreement*” form.
4. **Print** “*Confidentiality and User Agreement*” form and **read** it. On the first page **fill in:** last name, first name, **job title*** (*put your program name and your RDP ID #), phone number and email. On the second page: **print your name, add your signature**, and indicate the **date signed**.
5. **Submit** your signed form, as soon as you have been accepted to your RDP program and **PRIOR TO THE START OF YOUR PROGRAM, in one of the following ways:**
 - **Email** to: Placement.HealthSciences@rdpolytech.ca
 - **Mail** to: Red Deer Polytechnic - Placement Office
Room 2506 – 100 College Blvd.
Box 5005
Red Deer AB T4N 5H5 CANADA
 - Place **photocopy*** in the locked box outside Room 1506
***Keep your original signed form in a safe place.** You may be asked to show it to an AHS manager.

FOIP NOTIFICATION: The personal information that you provide on the forms in this set of packages is being collected under the authority of the *Post-Secondary Learning Act* and the *Freedom of Information and Protection of Privacy Act of Alberta* relative to “information required and necessary to operate a program or service”. Your information will be used by Red Deer Polytechnic (RDP), including the Placement Office and the Health, Safety and Wellness Centre in order to communicate with you about your health & safety requirements, to communicate with and share information with practicum agencies, and to monitor and confirm your eligibility to participate in practicum experiences. The information will be protected in compliance with the provisions of the *Freedom of Information and Protection of Privacy Act of Alberta* as well as in compliance with RDP institutional policies, procedures and agreements. If you have any questions about the collection and use of this personal information, please contact the Placement Coordinator, 403-342-3420 or the FOIP Coordinator, Red Deer Polytechnic, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone 403-342-3400.