

March 2020

Dear Patient:

You have given your consent to communicate by email.

We will email you information about your appointments, with:

- The time and date of your appointment,
- The name of your care provider or clinic, and
- The location of the clinic or office (for in-person visits), the phone number to call (for phone visits), or the link to use (for video visits)

We may also email the following to you:

- Links to sign up for patient portals (where you can access your detailed health information)
- Links to surveys about your experience at the hospital
- General information about your disease or condition (such as newsletters from the clinic or educational materials)
- General hospital announcements and clinic announcements
- General changes to clinic policies

Your care provider may have also talked to you about sending more of your health information by email, or they may talk to you about doing this in future. If you also agreed to this, we may email the following:

- Test results, prescriptions or lab test requisitions
- Conversations about your symptoms, care or treatment
- Other services to support your care and treatment

We may also ask you to send us emails with information to support your care (such as a photo).

What should you know about email privacy?

- Email is not protected in the same way that a phone call or letter mail is protected. This means that if someone sees these emails, they may know that you are a patient at Unity Health Toronto (including St. Michael Hospital, St. Joseph's Health Centre and Providence Healthcare). They may also see any other information shared in the email.
- Emails may be read or saved by your internet or phone provider (such as Rogers).
- There is always a chance that an email could be read by others or changed without you knowing.
- Emails can contain a virus that can harm your computer.

How does Unity Health Toronto protect patients' emails?

Once we receive your email:

- Your email is kept secure in our systems
- Any information that you share will be added to your medical record if it is important for your care.
- We may share your email with other staff if it is needed for your care, to run the hospital or for another reason that the law allows.

Can I use emails for an emergency?

No. *Do not use email for medical emergencies.* If you need immediate help, call your clinic or health care provider, or go to the Emergency department.

What else do I need to do?

Check your emails regularly. Tell the hospital if you change your email address.

Unity Health Toronto will never ask you to send your personal identifiers by email (OHIP number, hospital number, or address). If you get an email asking for this information, please do not respond. This may be a harmful email.

If you have any questions or concerns about your privacy, please contact the Unity Health Toronto Privacy Office at 416-864-6088 or privacy@unithealth.to