

Nova Scotia Health Privacy Office: Privacy Complaint Form

Please fill out this form fully and to the best of your ability by providing all information related to your privacy complaint regarding Nova Scotia Health's (NSH's) privacy practices. NSH will provide a response within 60 days of receipt of your complaint in compliance with the *Personal Health Information Act* (PHIA) . If you are looking for information about who has accessed your medical record, please contact the Privacy Office toll free at 1-833-213-1634 or send an e-mail to Privacy@nshealth.ca.

1. Patient/Client/Resident Name and Contact Information:

Please ensure all information is legibly printed if unable to submit electronically.

Last Name	First Name	Middle Initial
Date of Birth	Health Card Number	
Daytime Phone Number	E-mail Address (only required if you wish to be contacted via e-mail)	
How do you wish to be contacted? Please check one:		
<input type="checkbox"/>	Phone	<input type="checkbox"/> Regular mail <input type="checkbox"/> E-mail

2. If you are making the complaint on behalf of someone else, please provide your name and contact information:

Last Name	First Name	Middle Initial
Relationship to patient/client/resident		
Daytime phone number	Email Address	
How do you wish to be contacted? Please check one:		
<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Regular mail

3. Details of the Complaint (please attach any documents relevant to the complaint)

Please provide as much information as you can about the complaint you are making. Please include details of the incident(s) leading to your complaint, the name of any individuals who are involved in the incident(s), and the date and time when the incident(s) occurred if applicable. Please also provide any existing investigation file number, if available.

Do you give consent for NSH to access your records?

Yes

☐

No

☐

Date:

Signature:

Please email your form to Privacy@nshealth.ca or mail to
 Nova Scotia Health Privacy Office
 PO Box 36111
 Halifax RPO Spring Garden Road
 Halifax, NS B3J 3S9