# Privacy Impact Assessment – Access Control Table

# (PIA Annotated Template - Section D)

# Document Purpose and Overview

A Privacy Impact Assessment (PIA) describes how proposed administrative practices or information systems may affect the privacy of the individuals who are the subjects of the information.

This document is intended to be adapted by the custodian when submitting a PIA in Section D: Access Control Table. This table provides the Office of the Information and Privacy Commissioner (OIPC) with information about the various roles in the clinic and the type of access to information permitted for each role.

The proper form to use is the PIA Annotated Template. This template is intended to assist community-based custodians in completing PIAs. It can be accessed on this page on the [Alberta Health website](https://open.alberta.ca/publications/completing-a-privacy-impact-assessment-annotated-template).

Additional information about each section can be found on the [AMA website](https://www.albertadoctors.org/leaders-partners/clinic-patient-privacy/privacy-impact-assessment) and on the annotated template.

# Instructions for use

* The table can be used and edited to include the access roles in the clinic.
* Add the number of staff in each role.
* The attached table can be inserted in the template (see above) with your clinic specific information in it.
* All the questions in the table need to be removed. Only add the items that apply to the clinic and be sure you know who has access to what.
* Remove highlighting and this instructional cover sheet before submitting.

# Privacy Training

The Alberta Medical Association offers privacy and security training to any Alberta community-based medical clinic. [Visit the AMA website today to learn more!](https://www.albertadoctors.org/leaders-partners/clinic-patient-privacy/privacy-training)

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| **Access Controls Table** | | | | |
| **Position and Job Title** | **User Role** | **Number of Staff in this Role** | **Type of Access** | **Description of Information this User can Access (include examples)** |
| **Physician** | Provide medical care to patients | List the number of staff in this role | Examples may include:   * Clinic access: keys, door fobs/card, alarm codes * EMR access: read, view, create, write, or edit * EHR access: Alberta Netcare Portal * Patient paper charts if applicable * Secure mail or messaging | Examples may include:   * EMR & EHR: demographics, reports, clinical care information (e.g., notes, labs/ DI, allergies, immunizations, referrals, or consults), billing |
| **Clinical support**  **RN**  **LPN** | Health professionals | List the number of staff in this role | Examples may include:   * Clinic access: keys, door fobs/card, alarm codes * EMR access: read, view, create, write, or edit * EHR access: Alberta Netcare Portal * Patient paper charts if applicable * Secure mail or messaging | Examples may include:   * EMR & EHR: demographics, reports, clinical care information (e.g., notes, labs/ DI, allergies, immunizations, referrals, or consults), billing |
| **Receptionist**  **Medical Office Assistant**  **Admin support**  **Office Manager** | Provide administrative duties  Patient interaction | List the number of staff in this role | Examples may include:   * Clinic access: keys, door fobs/card, alarm codes * EMR access: read, view, create, write, or edit * EHR access: Alberta Netcare Portal * Patient paper charts if applicable * Secure mail or messaging | Examples may include:   * EMR & EHR: demographics, reports, clinical care information (e.g., notes, labs/ DI, allergies, immunizations, referrals, or consults), billing |