

Oral and Maxillofacial Histopathology Service (SHBMF) Privacy Policy

Effective Date: September 1 · 2023

We are committed to protecting the privacy and security of your personal information and that of your patients. This Privacy Policy explains how we collect, share, use and protect personal information in accordance with applicable laws and regulations.

Information we collect

We collect personal information to provide oral pathology services. This information may include, but is not limited to:

- Contact information such as your name, mailing address, email address, and telephone and fax numbers;
- Information about your patients such as their name, date of birth and gender;
- Information about the health of your patients such as their medical history, habits (alcohol, tobacco, drugs), current medications and allergies;
- Biometric information such as x-ray and other dental imaging.

How we use your information

We use your personal information and that of your patients to provide you with pathology services, including:

- Perform histopathological examinations;
- Manage customer accounts;
- Contact you for additional information or to send you reports and invoices.

We may also use your information to improve our services and to comply with legal and regulatory requirements.

We only collect personal information necessary for the purposes identified in this policy. Personal information is not used or disclosed for purposes other than those for which it was collected, except with the consent of the individual concerned or as required by law. Personal information is kept only as long as necessary to fulfill these purposes.

Our collection methods

Personal information will be collected through a combination of online and paper forms, and any communication with SHBMF staff.

Information sharing

We do not share your personal information with third parties unless it is necessary for the provision of services, such as with other health professionals, if necessary.

The SHBMF agrees not to give, sell or rent your personal information or that of your patients to third parties.

We will only share information with your consent or when required by law.

The location of your information

Personal information is generally stored or processed in facilities located in Quebec. Some of this data may be processed by third parties outside Quebec. If this is the case, we take reasonable measures to ensure the protection of your data with the third parties in question.

Information security

We take reasonable steps to protect your personal information from unauthorized access, use or disclosure. Despite this, no security mechanism can guarantee perfect protection and there will always be some residual risk.

Our service uses secure records systems, effective identity and access management, and physical safeguards to protect your information, all in accordance with applicable laws and regulations.

Your rights

You have the right to access, modify or delete your personal information. You may withdraw your consent to the collection and use of your personal information at any time. However, this may prevent us from providing oral pathology services to you.

You have all rights consistent with legal and regulatory requirements.

If you wish to exercise these rights, please contact us.

Changes to our privacy policy

We reserve the right to modify this Privacy Policy at any time to maintain compliance and to reflect any changes to our process for collecting personal information.

If we make material changes to the policy, we will notify you by posting a notice or by posting a new version of the policy on our website.

contact us

If you have any questions regarding our privacy policy or the handling of your personal information, please contact us.

Effective date

September 1, '2023

Date of last update

September 1, '2023