



August 1, 2013

CONFIDENTIAL

s.22

Dear s.22 :

In response to the Information and Privacy Commissioner of British Columbia's investigation report relating to the privacy breaches at the Ministry of Health, we are writing you today to follow up on data access and use of health information by researchers and contractors.

As part of the investigation into the privacy breaches, the Ministry of Health has also been conducting a review into ministry related data management practices. One part of the review includes an assessment of contracts and research projects funded by the Ministry and the data-management practices and access, use, storage and disclosure of Ministry information and data.

Through the review, we have identified situations of inappropriate or unauthorized access, use, storage and disclosure of Ministry data and information, including third party personal information. s.22

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In order to conclude the review, we request that you confirm that you are not in possession of any Ministry of Health data or information. Ministry of Health data and information includes the following:

- Documents or data stored on your personal computer, or stored by you or accessible by you on a private (not Ministry of Health) external server(s) and/or with a cloud services provider; and
- Documents and data stored on flash drives, computers, external storage devices, and discs.

If you are in possession of Ministry of Health data, we request that you return the information to the Chief Information Office, Ministry of Health or securely destroy any data/information and confirm such destruction with us including a description of the type of information or data destroyed.

If you have shared or transferred any Ministry information to a third party, we request that you provide us with the written particulars of the types of information you transferred, the date the information was transferred and the name and contact information of the person or persons to whom you shared or transferred the information. If you did not share or transfer any Ministry information to a third party we also ask that you confirm this for us.

The attached declaration form can assist you in meeting the above requests. We would appreciate if you could complete and return the declaration within 10 business days of the receipt of this letter, in order for us to expedite the conclusion of the review. The signed declaration should be directed to me at the following address:

Lindsay Kislock
Assistant Deputy Ministry & Chief Information Officer
Heath Sector Information Management and Information Technology Division
Ministry of Health
5 -1 – 1515 Blanshard Street
Victoria, BC. V8W 3C8

The receipt of the signed declaration from you will conclude the review as it relates to your involvement in the contract(s) or project(s) mentioned above and it will allow the ministry to grant you data access privileges.

Based on the lessons we have learned to date, the Ministry plans on introducing mandatory online privacy and information management training for researchers and contractors requesting access to Ministry of Health data. Additionally, we will be implementing a compliance and audit program, in keeping with the recommendations of the Office of the Information and Privacy Commissioner. Additional information related to the mandatory training and the compliance and audit program will be available later next month.

Thank you in advance for your assistance in concluding this matter.

Sincerely,

Lindsay Kislock
Assistant Deputy Minister

DECLARATION

I, ^{s.22} declare the following:

[Check as many that apply]

- ☐ I am not in possession of any Ministry of Health data or information (including, but not limited to third party personal information) and property which I obtained or had access to by virtue of my contract, involvement with a contract or work for individuals on a contract or project for the Ministry, or by any other way through third parties;
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- ☐ I had in my possession information as outlined above and have returned it to Ministry of Health, Chief Information Officer, Health Sector IM/IT Division, 5th Floor, 1515 Blanshard Street, Victoria on: _____.
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That was in my possession on _____

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Signed: _____

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Please respond to me at:

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Assistant Deputy Minister
Ministry of Health
5-1515 Blanshard St
Victoria BC V8W 3C8

...2

- 2 -

Thank you in advance for your assistance in this matter.

Sincerely,

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Lindsay Kislock
Assistant Deputy Minister



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Heath Sector Information Management and Information Technology Division,
Ministry of Health
5 -1 – 1515 Blanshard Street, Victoria, B.C. V8W 3C8

The receipt of the signed declaration from you and proof of the pre-publication review of the aforementioned paper will conclude the review as it relates to your involvement in the contract(s) or project(s) mentioned above and it will allow the ministry to grant you data access privileges.

Based on the lessons we have learned to date, the Ministry plans on introducing mandatory online privacy and information management training for researchers and contractors requesting access to Ministry of Health data. Additionally, we will be implementing a compliance and audit program, in keeping with the recommendations of the Office of the Information and Privacy Commissioner. Additional information related to the mandatory training and the compliance and audit program will be available later next month.

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Lindsay Kislock
Assistant Deputy Minister

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Thank you in advance for your assistance in concluding this matter.

Sincerely,

Lindsay Kislock
Assistant Deputy Minister

DECLARATION

I, ^{s.22} declare the following:

[Check as many that apply]

- ☐ I am not in possession of any Ministry of Health data or information (including, but not limited to third party personal information) and property which I obtained or had access to by virtue of my contract, involvement with a contract or work for individuals on a contract or project for the Ministry, or by any other way through third parties;
- ☐ I do not have in my possession or have any Ministry of Health information, data or documents stored on my personal computer, any external service and/or stored with a cloud service provider, or stored on a flash drive , external storage device or disc;
- ☐ I had in my possession information as outlined above and have returned it to Ministry of Health, Chief Information Officer, Health Sector IM/IT Division, 5th Floor, 1515 Blanshard Street, Victoria on: _____.
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That was in my possession on _____

- ☐ I have not shared or transferred any Ministry of Health information or data to a third party.
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Type of information Transferred	Date Information Shared or Transferred	Name and Contact Information of Peron(s) Information Shared with or Transferred to:

Signed: _____

Dated: _____

CONFIDENTIAL

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Dear s.22

In response to the Information and Privacy Commissioner of British Columbia's investigation report relating to the privacy breaches at the Ministry of Health, we are writing you today to follow up on data access and use of health information by researchers and contractors.

As part of the investigation into the privacy breaches, the Ministry of Health has also been conducting a review into ministry related data management practices. One part of the review includes an assessment of contracts and research projects funded by the Ministry and the data-management practices and access, use, storage and disclosure of Ministry information and data.

Through the review, we have identified situations of inappropriate or unauthorized access, use, storage and disclosure of Ministry data and information, including third party personal information. s.22

s.22

In order to conclude the review, we request that you confirm that you are not in possession of any Ministry of Health data or information. Ministry of Health data and information includes the following:

- Documents or data stored on your personal computer, or stored by you or accessible by you on a private (not Ministry of Health) external server(s) and/or with a cloud services provider; and
- Documents and data stored on flash drives, computers, external storage devices, and discs.

If you are in possession of Ministry of Health data, we request that you return the information to the Chief Information Office, Ministry of Health or securely destroy any data/information and confirm such destruction with us including a description of the type of information or data destroyed.

If you have shared or transferred any Ministry information to a third party, we request that you provide us with the written particulars of the types of information you transferred, the date the information was transferred and the name and contact information of the person or persons to whom you shared or transferred the information. If you did not share or transfer any Ministry information to a third party we also ask that you confirm this for us.

The attached declaration form can assist you in meeting the above requests. We would appreciate if you could complete and return the declaration within 10 business days of the receipt of this letter, in order for us to expedite the conclusion of the review. The signed declaration should be directed to me at the following address:

Lindsay Kislock
Assistant Deputy Ministry & Chief Information Officer
Heath Sector Information Management and Information Technology Division
Ministry of Health
5 -1 – 1515 Blanshard Street
Victoria, BC. V8W 3C8

The receipt of the signed declaration from you will conclude the review as it relates to your involvement in the contract(s) or project(s) mentioned above and it will allow the ministry to grant you data access privileges.

Based on the lessons we have learned to date, the Ministry plans on introducing mandatory online privacy and information management training for researchers and contractors requesting access to Ministry of Health data. Additionally, we will be implementing a compliance and audit program, in keeping with the recommendations of the Office of the Information and Privacy Commissioner. Additional information related to the mandatory training and the compliance and audit program will be available later next month.

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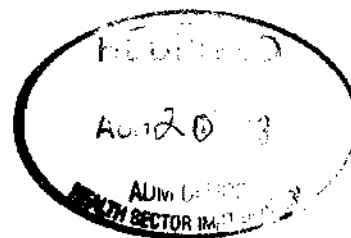
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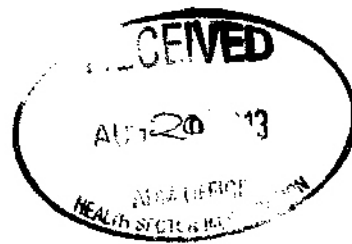
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Page 62

Withheld pursuant to/removed as

s.22



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Signed:

Dated: __



CONFIDENTIAL
VIA Courier

November 5, 2012

s.22

Dear s.22

I write on behalf of the Ministry of Health (the "Ministry") of the Province of British Columbia.

The Ministry has reasonable grounds to believe that you have, either in your possession or under your control, property of the Ministry including, but not limited to, third party personal information and recorded information that you either obtained or had access s.22

s.22, or which was obtained without authorization, and which includes the following:

- Documents and data stored on your personal computer, external servers and/or stored with a cloud services provider;
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- Notes, records, documents, or other written information, in whatever form

collectively referred to as the "Information".

You are not authorized by the Ministry to possess or retain the Information, regardless of where the Information is stored or located (e.g., s.22, with any other third party, etc.). As such, the Ministry demands that you securely return the Information to the Ministry to my attention, Lindsay Kislock, Chief Information Officer, Ministry of Health. With respect to any Information in electronic form, we demand that you securely destroy such electronic Information in your possession and confirm such destruction with us in detailed form.

If you do not return the Information to the Ministry within 10 days of the date of receipt of this letter or do not otherwise demonstrate, to the Ministry's satisfaction, that you are not in possession of the Information, the Ministry may initiate a legal action to recover the Information and will seek an order that you pay its costs in this action.

...2

If you have shared or transferred any of the Information to a third party, we demand that you provide us with written particulars of the types of Information that you transferred, the date on which the Information was transferred, the means by which it was transferred and the name and contact information of the person or persons to whom you shared or transferred that Information. If you did not share or transfer the Information, we also ask that you confirm this in writing. The foregoing particulars or, alternatively, a written confirmation that you did not share or transfer the Information are to be provided within 10 days of the receipt of this letter and should be directed to the following address:

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Ministry of Health
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Victoria, B.C. V8W 3C8

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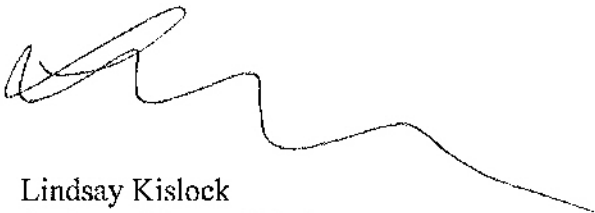
The Ministry is continuing its investigation into the unauthorized release of its data, s.22

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Given this ongoing investigation, as well as the ongoing investigation being conducted by the Office of the Comptroller-General ("OCG"), the Ministry hereby puts you on notice, that notwithstanding the foregoing request that you securely destroy any Information you hold in electronic form, you are not to release, transfer or destroy any computers, flash drives and devices that held the destroyed Information, and are also not to destroy any associated emails, documents, notes or records in any form, whether electronic or written, and wherever located that does not contain the Information, but which may relate to the Information (for example, such as emails evidencing your transfer of Information).

Please contact Don Rintoul, Director, Health Sector IM/IT Division at 250-952-1244 in order to determine the appropriate way to securely return the Information to the Ministry or if you have any questions about the content of this letter.

Sincerely,



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If you do not return the Information to the Ministry within 10 days of the date of receipt of this letter or do not otherwise demonstrate, to the Ministry's satisfaction, that you are not in possession of the Information, the Ministry may initiate a legal action to recover the Information and will seek an order that you pay its costs in this action.

...2

If you have shared or transferred any of the Information to a third party, we demand that you provide us with written particulars of the types of Information that you transferred, the date on which the Information was transferred, the means by which it was transferred and the name and contact information of the person or persons to whom you shared or transferred that Information. If you did not share or transfer the Information, we also ask that you confirm this in writing. The foregoing particulars or, alternatively, a written confirmation that you did not share or transfer the Information are to be provided within 10 days of the receipt of this letter and should be directed to the following address:

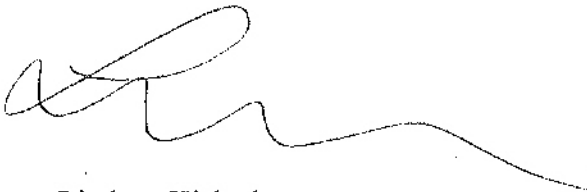
Lindsay Kislock
Assistant Deputy Ministry, Chief Information Officer
Ministry of Health
5 - 1 - 1515 Blanshard Street
Victoria, B.C. V8W 3C8

s.22

The Ministry is continuing its investigation into the unauthorized release of its data, s.22
s.22 Given this ongoing investigation, as well as the ongoing investigation being conducted by the Office of the Comptroller-General ("OCG"), the Ministry hereby puts you on notice, that notwithstanding the foregoing request that you securely destroy any Information you hold in electronic form, you are not to release, transfer or destroy any computers, flash drives and devices that held the destroyed Information, and are also not to destroy any associated emails, documents, notes or records in any form, whether electronic or written, and wherever located that does not contain the Information, but which may relate to the Information (for example, such as emails evidencing your transfer of Information).

Please contact Don Rintoul, Director, Health Sector IM/IT Division at 250-952-1244 in order to determine the appropriate way to securely return the Information to the Ministry or if you have any questions about the content of this letter.

Sincerely,



Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer



CONFIDENTIAL
VIA Courier

October 31, 2012

s.22

Dear s.22

I write on behalf of the Ministry of Health (the "Ministry") of the Province of British Columbia.

The Ministry has reasonable grounds to believe that you have either in your possession or under your control property of the Ministry including, but not limited to, third party personal information and recorded information as follows:

s.22

- All copies of the foregoing, in whatever form and wherever located; and
- Any other Ministry owned data, information (including, but not limited to, third party personal information) and property that you obtained or had access to s.22
s.22 including, but not limited to:
 - Documents and data stored on your personal computer, external servers and/or stored with a cloud services provider;
 - Documents and data stored on flash drives, external storage devices and discs; and
 - Notes, records, documents, or other written information, in whatever form.

The foregoing is collectively referred to as the "Information".

...2

You are not authorized by the Ministry to possess or retain the Information. As such, the Ministry demands that you securely return the Information to the Ministry to my attention, Lindsay Kislock, Chief Information Officer, Ministry of Health. With respect to any Information in electronic form, we demand that you copy that Information, securely transfer those copies s.22

s.22 and, thereafter, securely destroy such electronic Information in your possession and confirm such destruction with us.

If you do not return the Information to the Ministry within 10 days of the date of receipt of this letter or do not otherwise demonstrate, to the Ministry's satisfaction, that you are not in possession of the Information, the Ministry may initiate a legal action to recover the Information and will seek an order that you pay its costs in this action.

If you have shared or transferred any of the Information to a third party, we demand that you provide us with written particulars of the types of Information that you transferred, the date on which the Information was transferred, the means by which it was transferred and the name and contact information of the person or persons to whom you shared or transferred that Information. If you did not share or transfer the Information, we also ask that you confirm this in writing. The foregoing particulars or alternatively a written confirmation that you did not share or transfer the Information are to be provided within 10 days of the receipt of this letter and should be directed to the following address:

Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer
Ministry of Health
5-1, 1515 Blanshard Street
Victoria, BC V8W 3C8

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The Ministry is continuing its investigation into the unauthorized release of its data s.22
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s.22

...3

Please contact Don Rintoul, Director, Health Sector IM/IT Division at 250-952-1244 in order to determine the appropriate way to securely return the Information to the Ministry or if you have any questions about the content of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lindsay Kislock', with a stylized, flowing script.

Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer



CONFIDENTIAL
VIA Courier

October 31, 2012

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I write on behalf of the Ministry of Health (the "Ministry") of the Province of British Columbia.

The Ministry has reasonable grounds to believe that you have either in your possession or under your control property of the Ministry including, but not limited to, third party personal information and recorded information as follows:

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Victoria, BC V8W 3C8

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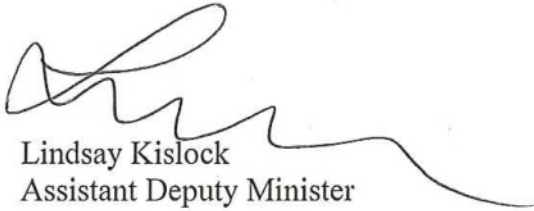
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s.22

...3

Please contact Don Rintoul, Director, Health Sector IM/IT Division at 250-952-1244 in order to determine the appropriate way to securely return the Information to the Ministry or if you have any questions about the content of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lindsay Kislock', with a long horizontal flourish extending to the right.

Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer



CONFIDENTIAL
VIA Courier

October 31, 2012

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I write on behalf of the Ministry of Health (the "Ministry") of the Province of British Columbia.

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Victoria, BC V8W 3C8

s.22

The Ministry is continuing its investigation into the unauthorized release of its data s.22

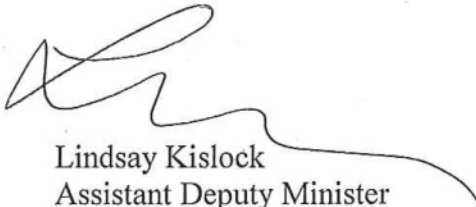
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Sincerely,

A handwritten signature in black ink, appearing to be 'Lindsay Kislock', with a long horizontal flourish extending to the right.

Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer



CONFIDENTIAL
VIA Courier

October 31, 2012

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Ministry of Health
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Victoria, BC V8W 3C8

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The Ministry is continuing its investigation into the unauthorized release of its data s.22

s.22

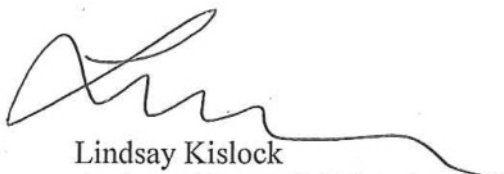
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Please contact Don Rintoul, Director, Health Sector IM/IT Division at 250-952-1244 in order to determine the appropriate way to securely return the Information to the Ministry or if you have any questions about the content of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lindsay', with a long horizontal flourish extending to the right.

Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer



CONFIDENTIAL
VIA Courier

October 31, 2012

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^{s.22} and the Ministry and, thereafter, securely destroy such electronic Information in your possession and confirm such destruction with us.

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Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer
Ministry of Health
5-1, 1515 Blanshard Street
Victoria, BC V8W 3C8

^{s.22}

The Ministry is continuing its investigation into the unauthorized release of its data ^{s.22}
^{s.22}


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...3

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Sincerely,



Lindsay Kislock
Assistant Deputy Minister
Chief Information Officer



DECLARATION

I, **s.22** declare the following:

[Check as many that apply]

- ☒ I am not in possession of any Ministry of Health data or information (including, but not limited to third party personal information) and property which I obtained or had access to by virtue of my contract, involvement with a contract or work for individuals on a contract or project for the Ministry, or by any other way through third parties;
- ☒ I do not have in my possession or have any Ministry of Health information, data or documents stored on my personal computer, any external service and/or stored with a cloud service provider, or stored on a flash drive, external storage device or disc;
- ☐ I had in my possession information as outlined above and have returned it to Ministry of Health, Chief Information Officer, Health Sector IM/IT Division, 5th Floor, 1515 Blanshard Street, Victoria on: _____
- ☐ I had in my possession information as outlined above and have destroyed the following information.

That was in my possession on _____

- ☒ I have not shared or transferred any Ministry of Health information or data to a third party.
- ☐ I shared or transferred the following listed Ministry of Health data or information to the following listed third parties:

Type of Information Transferred	Date Information Shared or Transferred	Name and Contact Information of Person(s) Information Shared with or Transferred to:

s.22

Signed:

Dated:



DECLARATION

I, **s.22** declare the following:

[Check as many that apply]

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---------------------------------	--	--

s.22

s.22

Signed:

Dated: _



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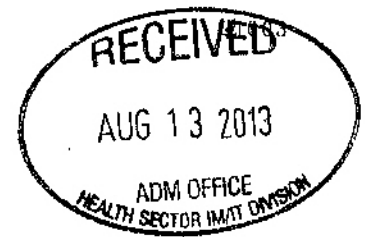
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Signed: **s.22**

Dated: _



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- _____
- _____
- _____

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Signed: _____

Dated: _____



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[Check as many that apply]

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Signed: _____

Dated: _____



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That was in my possession on _____

- ☒ I have not shared or transferred any Ministry of Health information or data to a third party.
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Type of information Transferred	Date Information Shared or Transferred	Name and Contact Information of Person(s) Information Shared with or Transferred to:

s.22

Signed:

Dated:

DECLARATION

I, **s.22** declare the following:

[Check as many that apply]

☒ I am not in possession, nor have I ever been in possession any Ministry of Health data or information (including, but not limited to third party personal information) and property which I obtained or had access to by virtue of my contract, involvement with a contract or work for individuals on a contract or project for the Ministry, or by any other way through third parties.

☐ I have securely destroyed the following listed Ministry of Health data or information, and do not have in my possession or have any Ministry of Health information, data or documents stored on my personal computer, any external service and/or stored with a cloud service provider, or stored on a flash drive , external storage device or disc:

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☐ I shared or transferred the following listed Ministry of Health data or information to the following listed third parties:

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s.22

Dated:

s.22

Signed:



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