

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.

Ministry of Health

Office of the Assistant Deputy Minister

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,

I, 5	declare the follo	owing:			
[Ch	Check as many that apply]				
	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 infor information.	rmation as outlined abov	e and have destroyed the following		
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				_	
	party.				
	Type of information Transferred	Date Information Shared or Transferred	Name and Contact Information of Peron(s) Information Shared with or Transferred to:		
	ned:				



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Dear s.22

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Please respond to me at:

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

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Lindsay Kislock

Assistant Deputy Minister

	ECLARATION				
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[C	heck as many that apply]				
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	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, 5 <sup>th</sup> 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 Peron(s) Information Shared with or Transferred to:				

Signed:		
Dated: _	·	



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If you are in possession of Ministry of Health data, we request that you return the information to the Chief Information Officer, 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.

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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, 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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	• •	sonal computer, any exte	y of Health information, data or rnal service and/or stored with a rnal storage device or disc;		
		icer, Health Sector IM/IT I	ve and have returned it to Minist Division, 5 <sup>th</sup> Floor, 1515 Blanshard		
	I had in my possession information as outlined above and have destroyed the following information.			/ing	
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[Check as m	nany that apply]			
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informati 	on. 			
☐ I have party.	party.			
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<ul><li>☐ I have not shar party.</li><li>☐ I shared or trans</li></ul>	party.			
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Thank you in advance for your assistance in concluding this matter.

Sincerely,

I, <sup>S.</sup>	declare the	following:			
[Cr	[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 info Health, Chief Information Offic	rmation as outlined abov er, Health Sector IM/IT D	re and have returned it to Ministry of Pivision, 5 <sup>th</sup> Floor, 1515 Blanshard		
	Street, Victoria on:  I had in my possession information.		re and have destroyed the following		
	party.				
Type of information Transferred  Date Information Shared or Transferred  Name and Contact Information of Peron(s) Information Shared with or Transferred to:					
Sig	ned:				
Da	Dated:				



s.22

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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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Ministry of Health

Office of the Assistant Deputy Minister

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Lindsay Kislock
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Heath Sector Information Management and Information Technology Division
Ministry of Health
5 -1 - 1515 Blanshard Street
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Ministry of Health

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<ul> <li>□ 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 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;</li> <li>□ 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;</li> <li>□ I had in my possession information as outlined above and have returned it to Ministry Health, Chief Information Officer, Health Sector IM/IT Division, 5<sup>th</sup> Floor, 1515 Blanshard Street, Victoria on:</li></ul>					
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That was in my possession on					
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Ministry of Health

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[Check as many that apply]						
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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

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. \$.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.

**Ministry of Health** 

Office of the Assistant Deputy Minister

5-3, 1515 Blanshard Street Victoria BC V8W 3C8 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

I, <sup>S.2</sup>	declare the follo	owing:					
[Ch	eck 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;						
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Page 59 of 98 HTH-2015-54276

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[Check as many that apply]

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declare the following: s.22 [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, 5<sup>th</sup> Floor, 1515 Blanshard Street, Victoria on: I had in my possession information as outlined above and have destroyed the following information. s.22 s.22 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 Name and Contact Information of Date Information Shared or Peron(s) Information Shared with or Transferred Transferred to: s.22 Signed: Dated:



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# 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 \$.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;
- Documents and data stored on flash drives, computers, external storage devices, and discs;
   and
- 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:

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, \$.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

November 5, 2012

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

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Sincerely,

Lindsay Kislock

Assistant Deputy Minister

Chief Information Officer



### CONFIDENTIAL VIA Courier

November 5, 2012

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...2

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

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Sincerely,

Lindsay Kislock



## CONFIDENTIAL VIA Courier

November 5, 2012

s.22

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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 that you either obtained or had access \$.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;
- Documents and data stored on flash drives, computers, external storage devices, and discs;
- 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.

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

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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,

Lindsay Kislock



# 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 \$.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
  - o Notes, records, documents, or other written information, in whatever form.

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

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 \$.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 \$.22 \$.22

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 the computers, flash drives and devices which 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 which does not contain the Information, but which may relate to the matters that are the subject of the Ministry's investigation and the OCG's investigation \$.22 \$.22

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



# CONFIDENTIAL VIA Courier

October 31, 2012

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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:

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- 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 which you obtained or had access to including, but not limited to:
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Lindsay Kislock



I, <sup>s.22</sup>	declare th	ne following:		
[Check as many	that apply]			
limited to thir by virtue of m or project for	rd party persona ny contract, invo the Ministry, or	l information) and proper lyement with a contract of by any other way through		o t
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Street, Victor I had in my point information.		nation as outlined above a	and have destroyed the following	
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Type of information	tion Transferred	Date Information Shared or Transferred	Name and Contact Information of Peron(s) Information Shared with or Transferred to:	
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Signed:				
Dated:				



I, s.22 declare the	following:	
[Check as many that apply]		•
limited to third party personal	information) and proper vement with a contract o	r information (including, but not ty which I obtained or had access to or work for individuals on a contract to third parties:
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That was in my possession on		information or data to a third party.
I shared or transferred the following listed third parties:	owing listed Ministry of F	lealth data or information to the
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Signed: s.22				



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ш	Health Chief Information Of	ficer Health Sector IM/IT	Division, 5 <sup>th</sup> Floor, 1515 Blansha	ard		
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		fficer, Health Sector IM/IT	ove and have returned it to Ministry Division, 5 <sup>th</sup> Floor, 1515 Blanshard 		
	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;				
	limited to third party person	nal information) and prope volvement with a contract	eta or information (including, but no erty which I obtained or had access or work for individuals on a contra gh third parties;		
Ø.	I am not in possession o				

I. <sup>s</sup>	.22 declare the	following:			
[CI	neck 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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declare the following:

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( AUG 1 5 2013 )	- Charles
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[C	heck 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
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	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

₽́	or project for the Ministry, or I do not have in my posses documents stored on my perso cloud service provider, or store I had in my possession info Health, Chief Information Office	by any other way through sion or have any Ministry onal computer, any exter ed on a flash drive, exter ormation as outlined abov cer, Health Sector IM/IT D	of Health information, data or nal service and/or stored with a nal storage device or disc; we and have returned it to Minist Division, 5 <sup>th</sup> Floor, 1515 Blanshar	try of	
	Street, Victoria on:  I had in my possession information as outlined above and have destroyed the following				
_	information.				
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Signed:

Dated: