

Agreement to Participate in a Virtual Learning Environment

CMHA Halton protecting your privacy

Participation in these online virtual groups is strictly voluntary, and the participant may choose to leave the group at any time. CMHA Halton uses Zoom Healthcare, to deliver Recovery College group and Workshop Services. While this platform has been evaluated as being safe, secure, and interoperable, video conferencing has a certain amount of an increased security risk that your information may be intercepted or disclosed to third parties.

CMHA Halton has taken all reasonable steps within their control to protect the privacy of participant's personal health information, while using this virtual platform but are limited by the participant's ability and experience to use electronic software as well as the technology and security features operated on the participant's personal electronic devices.

CMHA Halton strives to provide information, support and services in a respectful and private manner to all participants using this virtual platform. CMHA has the sole discretion to terminate or ban from the future use of this virtual platform, any participant that may have contravened any policy, procedure or value set by CMHA Halton.

The information collected in the registration form on E-tapestry, will be used for the purposes of service delivery, communications (e.g. workshop/group info, reminders, newsletters), and any changes in workshop/group times. You will be contacted by email and/or phone unless you have indicated "no" to contacting you by phone.

For registered workshops, that continue for 4-8 weeks, CMHA Halton will need to contact you to obtain further information, for the purpose of creating an electronic record in our EMR - our secured internal database for the purpose of planning, management, evaluation, and reporting. Data will be aggregated for reporting purposes, which means the information will not contain personal information.

All personal health information shared for the purpose of creating an electronic record is subject to Personal Health Information and Protection Act (PHIPA) & Personal Information Protection & Electronic Documents Act (PIPEDA).

Expectations of Participants

- Participants are responsible to read and understand all policies set by CMHA in order to participate in the use of this virtual platform.
- It is required that during the use of this virtual platform that participants take all reasonable and prudent precautions on their end and within their control to protect the privacy of all other participants involved.

Participants agrees not to live stream, copy, reproduce, distribute, deliver or send, by any electronic digital means, which could include but are not limited to, electronic mail, digital photographs, digital video, digital audio recordings, any information pertaining or relating to online virtual group sessions to any third parties.

We are presently not allowing for the transcribing of online groups, using any AI technology.

Protecting your own privacy

Precautions that participants can take to mitigate risk and protect their privacy:

- Use your personal email to register and sign in to the meeting
- Ensure the space is private – do not attend a virtual group while travelling in a moving vehicle
- Wear a headset/earpiece
- Do not share the meeting link, meeting ID and password with anyone
- Disconnect from meeting as soon as it ends