

# WE WOULD ENCRYPT YOU IF WE COULD...

BUT HERE IS THE NEXT BEST THING:

## YOUR ONLINE CONFIDENTIALITY UNDERTAKING

Starting this year, all VCH staff will be required to complete an online undertaking regarding privacy & confidentiality

For more information, speak to your Manager or contact your Information Privacy Office

Privacy Office:  
VCH: 604-875-5568 or  
email [privacy@vch.ca](mailto:privacy@vch.ca).

Complete it by June 30th for a chance to win a new iPad!  
It only takes a minute.



Win an iPad!

Log into CCRS and search for "Confidentiality" to find "Confidentiality Undertaking for VCH Employees"

<https://ccrs.vch.ca/>

Vancouver Coastal Health  
Promoting wellness. Ensuring care.

## Complete your online Confidentiality Undertaking early to be eligible to Win an iPad!

In an effort to automate and provide ongoing privacy education for staff with respect to protecting patient information and privacy, the Information Privacy Office working with Employee Engagement have created an online Confidentiality Undertaking along with key privacy refresher information. Effective this year, all VCH staff are required to complete the online Confidentiality Undertaking, which is expected to be repeated every two years (a reminder will be emailed to you two years from the date you last completed it). New hires will now complete the online form as part of their Regional Orientation Online, instead of the paper form.

To ensure full compliance, managers will receive reports of any staff who have not completed the required course.

As an encouragement to staff to complete the Undertaking early this inaugural year, you will be entered into a draw to win an **iPad** if you complete it by June 30<sup>th</sup>. Good luck!

### ***How long will this take?***

The Confidentiality Undertaking and the accompanying required refresher take less than 10 minutes to complete.

### ***How do I do this?***

Click on the link to log in and go directly to the course  
<https://ccrs.vch.ca/Catalog.aspx?cid=3443>

or follow the steps below:

1. If you do not have a CCRS log-in, create one by going to <https://ccrs.vch.ca> and clicking “New User” and follow the instructions
2. Sign-in and click on “Course Search”
3. Type in “Confidentiality” and select “Confidentiality Undertaking for VCH Employees”.
4. Complete the undertaking and privacy module
5. The course will automatically record into your CCRS user history

### ***What if I don't have access to a computer?***

Ask your Manager to assist in locating a computer for you to use.

### ***What if my department is consolidated through Lower Mainland Consolidation?***

If your department has been consolidated and you remain a VCH employee, you are required to complete this module (i.e. Diagnostic Imaging). If you work at a VCH site, but you are now an employee of another Health Authority, you are not required to do this (i.e. Pharmacy, Laboratory Services).

### ***When will I know if I won the iPad?***

You will be contacted by the Information Privacy Office after June 30th.

If you have difficulties accessing the course, please contact [learnwithus@vch.ca](mailto:learnwithus@vch.ca).

For more privacy information, contact VCH Information Privacy Office at [privacy@vch.ca](mailto:privacy@vch.ca) or call 604-875-5568.

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Information Privacy Office