

Department:	CMC- IT-ADHICS- 010
Issue Date:	01/07/2020
Revision Date:	01/07/2022
Next Revision Date:	01/07/2022
Version :	01

HEALTH INFORMATION SECURITY POLICY

1. PURPOSE:

1.1 To ensure healthcare information are suitably protected by Canadian Medical Center and group facilities to uphold public trust and reliability on governmental interest and values, and to sustain entity reputation in the provisioning of healthcare services.

2. POLICY STATEMENT:

2.1 All the staffs in the CMC required to ensure the technology of health information that are handling in a following manner:

- 2.1.1 Is responsible, professional, and legal only.
- 2.1.2 Does not compromise the confidentiality of proprietary or other sensitive information.
- 2.1.3 Does not compromise the security of Canadian Medical Center facilities computer resources; and
- 2.1.4 It shall be consistent with good stewardship and the mission vision and values of the CMC group.

3. SCOPE:

3.1 All Canadian Medical Center Group of Companies Staff for the following:

- 3.1.1 Canadian Medical Center LLC
- 3.1.2 Canadian Medical Center LLC Branch -2
- 3.1.3 Canadian Medical Center LLC Branch - 3
- 3.1.4 Canadian Medical & Rehabilitation Center LLC
- 3.1.5 CMC First Aid Clinic

4. TARGET AUDIENCE

4.1 This policy applies to all Users of Canadian Medical Center Group of Companies (CMC) staff who deal with health information's (All staff using HIS System, Active Directory and shared computer network where health information's accessibility)

5. RESPONSIBILITY

- 6.1 The Information Technology Department is responsible for development, maintenance, enforcement, and endorsement of the policy.
- 6.2 The Information Technology Department is responsible to support the relevant business unit / section in implementation of the defined controls and ensuring compliance with this policy.
- 6.3 All Users are responsible to read, understand and adhere to this policy in their day-to-day activities.
- 6.4 This Policy shall be implemented by the system administrators and designated personnel (if any).
- 6.5 Suspected activities must be reported to the IT Security Officer/IT Manager by end users.

6. PROCEDURE:

6.1. Health Information Privacy and Protection

- 6.1. 1. Orientation shall be conducted on healthcare information protection and sanctions to all employees, relevant contractors and third parties prior to their access to healthcare information.

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- 6.1. 2. Process shall be established to ensure that access to health information systems and applications are restricted for individuals possessing a valid license to practice their profession within the UAE.
- 6.1 3. Cleaning staff access shall be restricted to areas where patient related healthcare information is being viewed, accessed, used, processed, stored and/or destroyed are monitored or under surveillance coverage.
- 6.1.4. Processes shall be established to notify the health sector regulator of any probabilities of breaches involving healthcare information.

6.2. Core Principles

- 6.2.1.** Canadian Medical Center facilities recognize that secure operations are dependent upon securing three core organizational elements, which are people, process and technology. Thus, all Canadian Medical Center activities must adhere to the general principles laid down. Where appropriate these principles are elaborated below to provide the basis by which CMC security will shape the direction and conduct of security:
- 6.2.1.1. Maintain the confidentiality, integrity & availability of Information & Information assets.
- 6.2.1.2. Meet the UAE regulatory, statutory and legislative requirements.
- 6.2.1.3. Report and investigate all suspected breaches of Information Security to IT /incident reporting system of the facility.
- 6.2.1.4. Provide appropriate Information Security Training & awareness to all employees (permanent & contract employees).
- 6.2.1.5. Design appropriate controls and procedures to support the implementation of this Information Security Policy.
- 6.2.1.6. Ensure all stakeholders are responsible for implementation of respective security policies & procedures within their area of operation and oversee adherence by their team members.
- 6.2.1.7. Continually improve Information Security through implementation of corrective and preventive actions.
- 6.2.1.8. Prepare, maintain and test Business Continuity Plans in a practical manner based on the business needs.

7. DEFINITIONS AND ABBREVIATIONS:

SI No	TERMS	DEFINITIONS AND ABBREVIATIONS
7.1	Health information	Information that CMC facilities collects, possesses, or has access to, regardless of its source. This includes information contained in hard copy documents or other media, communicated over voice or data networks, or exchanged in conversation.
7.2	CMC	Licensed facilities in Abu Dhabi where ADHICS standards are applicable:

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7.3	User	Anyone who holds a valid account on the facility's network.
7.4	ADHICS	Abu Dhabi Healthcare Information and cyber security standards

8. DISTRIBUTION LIST:

On shareholder Policies HR

9. SPECIAL INSTRUCTIONS:

9.1 Violation or Any breach to the policy may be subject to HR disciplinary procedure in accordance with the Code of Conduct for Employees and any other applicable UAE Laws in this regard.

10. CROSS REFERENCE, RELATED LEGISLATION, FORMS, POLICY & DOCUMENTS:

- 10.1 Guidelines for the implementation of the Abu Dhabi healthcare information and cyber security standard (ADHICS) 2019 ADHICS-Implementation-Guidelines
10.2 https://www.getsafeonline.org/themes/site_themes/getsafeonline/download_centre/Sample_Acceptable_Usage_Policy.pdf

11. KEY RESULT AREAS:

11.1 The procedure is fully implemented if there are nil incidences of non-compliance with this policy.

12. AMENDMENT HISTORY:

Version	Revision Date	Description of Amendments	All pages
01	01/07/2020	New policy	All pages

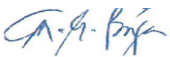
13. APPENDIX:

- 13.1 CMC General Orientation Program
13.2 IT Training Calendar

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14. APPROVALS:

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