

## Privacy Initiatives

HEB Manitoba has designated a Chief Privacy Officer and developed a Privacy Policy to protect your privacy and the confidentiality, accuracy and security of your personal information and personal health information in accordance with relevant privacy laws. You can view the policy on our website: [www.hebmanitoba.ca](http://www.hebmanitoba.ca).

## General Authorization Form

The authorization is intended as a general consent form that authorizes the Healthcare Employees' Pension Plan and the Healthcare Employees' Benefits Plan to collect, use, retain and disclose personal information as necessary to administer the pension and benefits plans, and in a manner consistent with applicable laws. For example, HEB Manitoba uses your personal information to ensure you are enrolled in the plans you selected, verify premiums and contributions with your employer, mail information to you, process benefits, and report pension and Disability & Rehabilitation (D&R) payments to the Canada Revenue Agency for income tax purposes.

It also may be necessary for HEB Manitoba to collect personal information from and provide personal information to individuals and organizations acting on our behalf. They are required to protect members' information in accordance with applicable privacy legislation. Should HEB Manitoba need to use or disclose your information for purposes not related to administering the plans, or require information from another party such as a healthcare provider, we will explain the purpose to you and obtain your consent in advance. Only in exceptional circumstances will HEB Manitoba disclose your information without your consent. For example, when medical, legal or security reasons make it impossible or impractical to obtain consent.

## What personal health information do you collect?

To administer pension and benefits, HEB Manitoba may require information such as your medical conditions, test results, medical treatments and prescriptions. We require more detailed health information about members receiving Disability & Rehabilitation Benefits than members without a disability claim. These examples illustrate how personal health information relates to administering the plans: Manitoba Blue Cross reimburses you for claims related to health services and dental procedures; to change the level of your Life Insurance coverage, evidence of good health may be required; a death certificate must be obtained to process Life Insurance benefits.

HEB Manitoba obtains specific consents from members when personal health information is required, in addition to the general authorization discussed above. For example, when a member applies for D&R Benefits, they are asked to sign specific consent forms. Details are provided about what information will be required from the member, their physician(s) and their employer. Only health information necessary for the claims process is collected.

## Is personal health information shared with employers?

No. The only exception may be when a member is participating in a return to work or rehabilitation program with the D&R Plan. In this case, we will obtain the member's signed consent on a specific consent form.

## Can I limit my consent?

You may limit all or part of your consent at any time, in writing, in which case we would evaluate options for maintaining your privacy and providing services.

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### For more information, please contact us:

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