

DCPNS DIABETES REGISTRY USER AGREEMENT

Under the stewardship of the DCPNS, the DCPNS Diabetes Registry has evolved to meet the needs of providers and the broader health system while safeguarding the confidentiality of individuals' personal health information. The DCPNS Diabetes Registry is compliant with the Department of Health and Wellness (DHW) standards for the processing and storage of personal health information as well as the requirements of the Personal Health Information Act (PHIA) regarding the collection, use, disclosure, retention, disposal, and destruction of personal health information.

In its commitment to safeguarding the data within the DCPNS Diabetes Registry, the DCPNS mandates that all Registry users sign the DCPNS Diabetes Registry User Agreement, which specifies the terms of use. Kindly review the following conditions:

1. The DCPNS Registry **will not** be used or viewed by persons other than the user and those approved by the DCPNS.
2. Any data residing in the DCPNS Registry **will not** be used, removed, analyzed, or released without the knowledge/permission of the DCPNS (see DCPNS Data Access Policy).
3. Users of the DCPNS Registry **will only** use their own Microsoft Windows session to access the Registry and **will** lock/logout of their session when leaving their workstation (if even for a few minutes). This will prevent unauthorized access or viewing, copying, printing, and/or editing of data residing on the DCPNS Registry (e.g., view patient record, print Registry report, change values in patient record, etc.). These measures protect the data as well as the user.
Please note: The DCPNS Registry has audit capabilities that can link specific activity (i.e., patients viewed by user; creation, update, deletion of a record; etc.) to the specific user logged onto the system.
4. Users of the DCPNS Registry **will** contact the appropriate Service Desk for problem/incident determination.
5. Users of the DCPNS Registry **will** abide by the Confidentiality Agreement and/or Computer Use Agreement of their respective Health Authority/Facility.

As a department of Primary Health Care and the developer/owner of the DCPNS Diabetes Registry system, the DCPNS agrees to provide technical/programming support as required and enhancements when available.

Please indicate below the Diabetes Centres for which you are requesting access:

Central Zone	Eastern Zone	Northern Zone	Western Zone
Dartmouth	Antigonish	Amherst	Annapolis Royal
Halifax (Mumford)	Arichat	New Glasgow (One Door)	Digby
IWK Pediatric	Baddeck	Truro	Kentville
IWK Pregnancy	Canso		Liverpool
Lower Sackville	Cheticamp		Lunenburg
Middle Musquodoboit	Cleveland		Middleton
Musquodoboit Harbour	Glance Bay		Shelburne
QEII Endocrinology	Guysborough		Yarmouth
QEII BLOC Endocrinology	Inverness		
Sheet Harbour	New Waterford		
Spryfield	North Sydney		
Windsor	Sherbrooke		
	Sydney		

Please indicate your agreement with all conditions as stated by signing below and returning this DCPNS Diabetes Registry User Agreement to the DCPNS.

Name (print): _____ **Signature:** _____

Position: _____ **Date:** _____