

# Informational Document

## 1. How My Health Information Is Collected



Occupational health professionals **collect only the information necessary** to organize my care and services, in accordance with their occupational health mandate.

They **consult only what is required**, such as :

- My medical records
- The Québec Health Record (DSQ)
- The MAD0-Chemical system

My health record may be in **paper** or **electronic format**.

## 2. How to Access and Correct My Health Information



I must submit a **written request** :

- **To access** my health information.
- **To correct** inaccurate or missing information.

Send the request to :

✉ À l'attention des archives médicales  
Direction régionale de santé publique,  
Programme régional des services de santé au travail  
100-6555, boul. Métropolitain Est, Montréal (Québec), H1P 3H3

✉@ [documentation.sat.ccsmtl@ssss.gouv.qc.ca](mailto:documentation.sat.ccsmtl@ssss.gouv.qc.ca)

## 3. How Long My Health Information Is Kept



My information is retained :

- **100 years** after my birth, for most occupational health programs.
- **6 years** after the end of my pregnancy and breastfeeding, for the Safe Maternity Program (PMSD).

After these periods, the information will be securely destroyed.

## 4. Who Can Access My Health Information



### a. Occupational Health Professionals

These individuals may share my health information as part of my care and services.

**I may refuse**, in writing, to share my health information with a specific professional or group.

**Occupational Health Professionals include :**

- Doctors
- Nurses
- Occupational hygiene personnel
- Ergonomists
- Administrative support staff

### b. My Next of Kin after my Death

These individuals have the right to access my health information in order to :

- Know the cause of my death
- Support them in their grieving process
- Determine whether a genetic or hereditary condition exists in the family

**I may refuse**, in writing, access to certain health information.

**Next of kin includes :**

- My spouse
- My parents
- My children

### c. Researchers

Researchers may use my health information for research purposes.

**My identity remains confidential.**

**To refuse** the sharing of health information, a written request must be sent to.

**To the attention of the person responsible for access to patient/user records :**

✉ À l'attention du responsable de l'accès aux dossiers patients / usagers  
1560, rue Sherbrooke Est, Montréal (Québec), H2L 4M1

📞 514 362-7905

✉@ accesauxdossiersdesusagers.ccsmtl@ssss.gouv.qc.ca

For more information, contact 514 286-2600, ext. 409

**If you have any questions, please don't hesitate to contact us :**

☎ 1-844-333-1371 ou 514-685-1371

✉@ documentation.sat.ccsmtl@ssss.gouv.qc.ca