



Microsoft Teams: Terms of Use

North York General Hospital (NYGH) is offering a secure messaging solution via Microsoft Teams to our Physicians and Staff. Microsoft Teams will enable communicating personal health and confidential information in a manner that complies with privacy legislation and hospital policies. It provides end-to-end encryption of data during transmission and at rest. Before accessing the solution, users must acknowledge and agree to the following terms and conditions:

1. All mobile devices must comply with NYGH's [Password Policy](#).
2. All mobile devices used to access the messaging solution must automatically lock after being idle for no longer than 15 minutes.
3. Physicians: I acknowledge and agree that the NYGH policies and applicable laws, which I agreed to comply with as part of the credentialing process, apply to my use of the messaging solution. I understand that [NYGH policies](#) are available on the hospital's intranet site ERIC.
4. Staff: I acknowledge and agree that the NYGH policies and applicable laws, which I agreed to comply with as part of the hospital onboarding process, apply to my use of the messaging solution. I understand that [NYGH policies](#) are available on the hospital's intranet site ERIC.
5. I acknowledge and agree that I am accountable for my use of the solution and the content of data transmitted using the solution.
6. I acknowledge that information exchanged via the messaging solution do not constitute as being part of legal record and I agree to update the patient's chart to document any medical decision communicated using the messaging solution.
7. I agree to obtain patient consent before taking patient pictures in the Team environment and sharing via Microsoft Teams
8. I agree to follow hospital best practices in setting up message distribution groups
9. I agree to report any lost or stolen mobile device used to access the messaging solution to NYGH's chief privacy officer in a timely manner.
10. I acknowledge and agree that a complete audit log is maintained of each access and that, to meet audit, legal and compliance obligations, the hospital may access communications between users or within certain time frames as required to fulfill those obligations.