

This Physician Agreement (“**Agreement**”) provides CPSO members with active certificates of registration to practice medicine, with:

- (i) access to and use of the electronic health records (the “**EHR**”), maintained by eHealth; and
- (ii) an individual email account (your “**Physician email Account**”) and a credential (your “**ONE ID Credential**”) to access and use the EHR and your Physician email Account (collectively, the “**Services**”), subject to the terms and conditions contained in this Agreement.

1 **DEFINITIONS, INTERPRETATION AND OBLIGATIONS**

1.1 Unless otherwise defined, the following terms in this Agreement have the following meanings:

The words “**agent**”, “**health care**”, “**health care practitioner**”, “**health information custodian**” and “**personal health information (PHI)**” have the meanings given to such terms in the *Personal Health Information Protection Act (PHIPA)*.

“**Acceptable Use Policy**” means the “use” policies of eHealth, available at www.ehealthontario.on.ca/docs.

“**Applicable Laws**” means any laws, orders, judgements or other requirements having the force of law that are applicable in Ontario to the Services or to you, including *PHIPA*.

“**Client Content**” means all information, data, code or other materials that you upload, store, transmit, receive or process in connection with the use of your Physician email Account.

“**Computer Application**” means any software program that is approved by eHealth and is used by you to enable your access to and use of the Services.

“**CPSO**” means the College of Physicians and Surgeons of Ontario;

“**EHR**” means the electronic health records created or maintained by eHealth, which is comprised of applications, systems, registries, databases and files, together with the portal applications, tools and services that provide secure user access. A list of databases that comprise the EHR is available at <http://ehealthontario.on.ca/en/initiatives>.

“**EHR Information**” means any PHI, PI or other confidential information relating to individuals made available by eHealth through the EHR, but excludes information that has become part of the records that you maintain on the Computer Application for the provision of health care.

“**Health Care Provider Guide**” means the toolkit of materials, guides and information about the EHR made available to you with this Agreement and available at www.ehealthontario.on.ca/docs.

“**ONE ID Credential**” means the health care provider credential issued to you by eHealth to allow authentication of your identity. You must obtain a ONE ID Credential in order to access the EHR or your Physician email Account. Should your ONE ID Credential be cancelled or suspended for any reason, you will not be able to access to your Physician email Account or the EHR.

“**ONE Mail Direct**” means the e-mail hosting services provided by eHealth to health care providers in Ontario, and includes access to the ONE Mail tools: ONE Mail Directory and ONE Pages. A current plain language description of the ONE Mail Direct service is available at <http://www.ehealthontario.on.ca/en/support/one-mail>, with additional information and definitions in Appendix A to this Agreement.

“**personal information (PI)**” means all recorded information about an identifiable individual or that is defined as or deemed to be personal information pursuant to any Applicable Laws.

“**Physician Agreement Security Requirements**” means the document that outlines the minimum security requirements for individual physicians who sign this Agreement and connect to or access the EHR maintained by eHealth, made available to you with this Agreement and available at www.ehealthontario.on.ca/docs.

“**Physician email Account**” is part of the ONE Mail Direct service, and is an email account provided to individual physicians for their own use while they remain a CPSO member with an active certificate of registration to practice medicine.

“**you**” and “**your**” means the individual physician entering into this Agreement.

1.2 **Statement of Information Practices.** A current copy of the *eHealth Statement of Information Practices* (its plain language description about the EHR) is available at <http://www.ehealthontario.on.ca/privacy>.

1.3 **Your Obligations.** You agree:

- (a) to comply with all Applicable Laws applicable to the Services, including those pertaining to the protection and confidentiality of PHI, such as EHR Information;
- (b) to comply with the current version of the *Acceptable Use Policy* and *Physician Agreement Security Requirements* when accessing or using the Services;

- (c) to be solely responsible for arranging access to and use of a Computer Application, including any costs related thereto. Any issues with access to or use of the Computer Application will be directed to the Computer Application provider;
- (d) to ensure that the information you use in connection with your use of and access to the Services is complete and accurate, including the CPSO number under which you access the EHR;
- (e) to access the EHR only in accordance with Applicable Laws, including *PHIPA*;
- (f) to access EHR Information solely for the purpose of providing or assisting in the provision of health care to your patients;
- (g) to access the EHR only in a manner that is consistent with any restrictions imposed upon you by the CPSO and to cease accessing the EHR if you are no longer authorized by the CPSO to provide health care;
- (h) to not access the EHR Information of any individual who has exercised his or her rights under *PHIPA* to withdraw consent to the collection, use or disclosure of his or her PHI unless the individual's withdrawal of consent is overridden in accordance with the procedures set out in the applicable *Health Care Provider Guide*;
- (i) to follow the relevant procedures set out in the *Health Care Provider Guide* including those with respect to: (i) communicating to eHealth any changes in your status; (ii) overriding a consent directive; (iii) privacy complaints and enquiries; (iv) reporting a privacy or security breach; and (v) correction and access requests;
- (j) that your Physician email Account is provided for your own use and to use your Physician email Account in accordance with the *ONE Mail Direct User Guide* and *ONE Mail Direct for Mobile Devices Guide*, as may be updated from time to time, both of which are available at <http://www.ehealthontario.on.ca/en/support/one-mail>;
- (k) that eHealth's responsibility for any Client Content is limited to processing it in order to provide the ONE Mail Direct service, and that in every other respect you are responsible for your Client Content;
- (l) not to use your Physician email Account as a file storage system;
- (m) that eHealth may suspend or terminate the Services, your access to the EHR, or this Agreement, for any breach of this Agreement or Applicable Laws by you or your agent;
- (n) to only use your ONE ID Credential, and not any other person's credentials, in connection with your access to and use of the EHR and your Physician email Account, or to access other health care related solutions in Ontario where the entity that runs that solution has notified eHealth that you are entitled to access that solution. For clarity, you cannot use your ONE ID Credential for any purpose not listed herein.
- (o) that you are solely responsible for the use of your ONE ID Credential, whether used by you or an agent of yours, and for ensuring that your ONE ID Credential is only used in accordance with Applicable Laws, including *PHIPA*;
- (p) that you, and any agent of yours, will take all reasonable steps to protect the confidentiality of your ONE ID Credential, such as ensuring that access to the EHR using your ONE ID Credential has been logged out after each session;
- (q) that any breach of this Agreement by an agent of yours is a breach by you, so you will ensure that any agent you authorize to access the Services on your behalf is made aware of and agrees to comply with the terms and conditions of this Agreement, including the procedures set out in the *Health Care Provider Guide*, the *Acceptable Use Policy*, the *ONE Mail Direct User Guide* and the *ONE Mail Direct for Mobile Devices Guide*, before they access the Services on your behalf;
- (r) to not intentionally insert into any part or component of the systems operated by eHealth any virus, disabling device or code, and to ensure that any agent of yours agrees to comply with this restriction;
- (s) to co-operate with any reasonable reporting, evaluation, audit or monitoring program required by eHealth with respect to the EHR, the Services or the EHR Information, and to ensure that any agent of yours agrees to likewise co-operate; and
- (t) that if you suspect that the security of your ONE ID Credential has been compromised, or if it is known or suspected that there has been unauthorised access to or collection, use, disclosure, copying, modification or disposal of EHR Information or that EHR Information has been stolen or lost, you will immediately notify eHealth in accordance with section 2.3, provide such information as required, and co-operate with and provide all such assistance as eHealth may request in connection with any such occurrence. For clarity, notification to eHealth is in addition to any other notification obligations that you may have under *PHIPA* in these circumstances.

1.4 **eHealth Ontario Obligations.** eHealth will:

- (a) subject to your continued compliance with this Agreement, provide you with access to the Services, provided that, if eHealth is notified that your certificate of registration to practice medicine has been suspended or terminated, your access to the EHR and your Physician email Account will be suspended or terminated, as applicable;
- (b) comply with all Applicable Laws, including those pertaining to the protection and confidentiality of PHI;
- (c) operate the Services in accordance with business practices reasonably applicable to the provision of health care services, and use reasonable efforts to make access to and use of the Services available during published service hours. From time-to-time, the Services may not be available due to conditions beyond eHealth’s reasonable control;
- (d) manage, in a secure manner, any devices, codes or other security measures it creates for enabling access to the Services, including access to the EHR;
- (e) operate and manage the processes and technologies it has in place to detect and monitor unauthorized access to the EHR and unauthorized use or disclosure of EHR Information;
- (f) notify you of any access to or disclosure of Client Content required pursuant to a warrant, subpoena or other judicial process issued under Applicable Laws as soon as it is legally permitted to do so, so that you may seek a protective order or other relief. In such event, you are responsible for notifying any affected third parties. eHealth will provide assistance to you in identifying and supporting notifications to such third parties as reasonably required;
- (g) to the extent permitted by Applicable Laws and as required, to provide or administer your Physician email Account, or access any Client Content associated with your Physician email Account. For example, eHealth may need to access your e-mail box when responding to a request for support; and
- (h) attempt to filter e-mail messages sent to users of the ONE Mail Direct service to eliminate viruses, other harmful content or unsolicited bulk e-mails, and you acknowledge that such actions are reasonable even if they occasionally result in you not receiving e-mails addressed to your Physician email Account.

1.5 **Suspension of Services.** eHealth may suspend your access to and use of the Services: (a) with notice to you if you or any agent of yours is not in compliance with any provisions of this Agreement and such non-compliance has not been fixed within 30 days of your receipt of written notice; or (b) immediately if eHealth has reasonable grounds to believe there has been unauthorised access to the EHR through your interface, provided that eHealth will promptly investigate such event and will use all reasonable efforts to reinstate your access to and use of the EHR as soon as possible.

1.6 **Termination of Services.**

- (a) You may terminate this Agreement upon 30 days’ written notice to eHealth.
- (b) In addition to any other right to suspend or terminate your access to the Services as set out in this Agreement, eHealth may terminate this Agreement and your access to and use of the Services upon 30 days’ notice to you.

2. DISCLAIMERS, LIABILITY AND GENERAL

2.1. **Disclaimers.**

- (a) All information and content on the EHR is provided to eHealth by third parties, is not verified by eHealth, and may not necessarily contain all of the clinical information of an individual.
- (b) eHealth will use commercially reasonable efforts to prevent the loss, corruption or alteration of EHR Information after it has been received by eHealth from third parties, however, eHealth expressly disclaims all representations, warranties and conditions in respect of the accuracy, completeness and timeliness of such information and content to the extent caused by a third party that contributed such information or content.
- (c) eHealth will not be liable for access to or disclosure of any Client Content or other information associated with your Physician email Account if such access or disclosure is required by any Applicable Laws.
- (d) The Services incorporate complex software systems which may malfunction from time to time, so eHealth does not guarantee or warrant that the Services will operate at all times on an error-free basis or without interruption from time to time.
- (e) Neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control that could not have been avoided by the exercise of reasonable foresight.

2.2 **Liability.** eHealth assumes no liability for any diagnostic, treatment, health care or other decision or action taken by any person using the EHR Information or the Services. In no event will eHealth, or its directors, officers, employees, or personnel be held liable for any losses, expenses, costs, damages or liabilities or any causes of action, actions, claims, demands, lawsuits, inquiries, investigations or other proceedings (collectively, “Claims”) in any way based upon, occasioned by, attributable to, or arising out of access to the EHR, use of EHR Information, or use of the Services, whether

such claim arises in contract, tort (including negligence) or otherwise, even if it has been advised of the possibility of such damages in advance; provided that, such losses, expenses, costs, damages or liabilities are not caused by the negligence of eHealth. In no event will you be held liable for any such Claims in any way based upon, occasioned by, attributable to, or arising out of access to the EHR, use of EHR Information, or use of the Services, whether such claim arises in contract, tort (including negligence) or otherwise, even if you been advised of the possibility of such damages in advance; provided that such losses, expenses, costs, damages or liabilities are not caused by the negligence of you or an agent of yours.

2.3 **Notices.**

- (a) Any notices required or permitted to be given by you to eHealth in connection with this Agreement will be given to the eHealth Ontario Service Desk at: Tel.: 1-866-250-1554; Email: servicedesk@ehealthontario.on.ca.
- (b) Any notices required or permitted to be given by eHealth to you in connection with this Agreement may be given by:
 - (i) the eHealth Service Desk, which will be deemed to be given when communicated;
 - (ii) by email to your Physician email Account, which will be deemed to be given when sent;
 - or (iii) by forwarding it to you by postal mail, courier or other method of personal delivery to the address maintained on file for you by eHealth. Notices given by postal mail will be deemed to be given 5 business days after mailing. Notices given by courier or other method of personal delivery will be deemed to be given on the next business day.

2.4 **Assignment.** Except for the access and use rights granted by eHealth under this Agreement, nothing in this Agreement assigns to you or any of your agents the intellectual property rights in or to the EHR Information. You may not assign any of your rights or obligations under this Agreement.

2.5 **Governing Law, Attornment and Severability.** This Agreement and the rights, obligations and relations of you and eHealth hereunder will be governed by the laws in effect in the Province of Ontario, without regard to choice or conflicts of law rules. You and eHealth irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of the Province of Ontario with respect to all matters arising out of or relating to this Agreement. Any provision of this Agreement which in any way contravenes the law or which is void, illegal or unenforceable will be deemed to not be a part of this Agreement and will be severable from this Agreement. The remainder of this Agreement will remain in full force and effect.

2.6 **Entire Agreement, Survival.** This Agreement, including any Appendices, policies or guides referenced in this Agreement, constitutes the entire agreement between you and eHealth relating to its subject matter, supersedes any prior agreements, understandings, negotiations and discussions, whether oral or written, between the parties, and is effective as of the date written below. In the event of any conflict between the appendices, policies or guides referenced in this Agreement and any term or condition of this Agreement, the terms and conditions of this Agreement will prevail. The provisions of this Agreement which by their nature extend beyond its expiration or termination will survive and remain in effect until all obligations are satisfied.

2.7 **Amendments:** eHealth may amend this Agreement and the referenced Policies, Statement of Information Practices, Guides etc. from time-to-time. In such event, eHealth will provide you with notice of such amendment along with its effective date and a link to the amended Agreement, at <http://www.ehealthontario.on.ca/docs>, (or other referenced website) and such amendment will be binding on you unless you refuse its terms. If you refuse the terms of any amended Agreement you must promptly stop using the Services and advise eHealth of your decision.

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Appendix A – Instructions for Use of your Physician eMail Account

1. Definitions

1.1 Unless otherwise defined, the following terms in this Agreement have the following meanings:

“**Delete**” means to: (a) remove your ability to login to your Physician email Account; (b) remove your contact information from the ONE Mail Directory; (c) remove your ability to send or receive e-mails from or to your Physician email Account; and (d) delete your Client Content and the e-mail box associated with your Physician email Account.

“**Disable**” means to: (a) remove your ability to login to your Physician email Account; (b) remove your contact information from the ONE Mail Directory; (c) remove your ability to send e-mails from your Physician email Account; and (d) preserve or archive your Client Content associated with your Physician email Account, which may only be accessed by you after your written request to eHealth to obtain access

“**Dormant Account**” means either an Inactive Account or a Non-Activated Account.

“**Flagged Account**” means that you have provided written notice to eHealth at onemailinfo@ehealthontario.on.ca requesting that your Physician email Account be exempted from Dormant Account status due to a leave of absence or other temporary absence by you and eHealth has confirmed your Physician email Account will be flagged to remain active

“**Inactive Account**” means, in relation to your Physician email Account, that you have not logged in in for a period of time greater than or equal to 13 months from the last login date, and that your Physician email Account is not a Flagged Account.

“**Medical Learner Account**” means a type of e-mail account provided to ONE Mail Direct clients that are enrolled in a faculty of medicine in Ontario. A Medical Learner Account is an individual user account provided by eHealth to medical students under the terms of an individual user agreement for medical students.

“**Non-Activated Account**” means a Physician email Account that you have never activated via login within 6 months of its creation and that is not a Flagged Account.

“**ONE Mail Directory**” means the directory of health care professionals, and other individuals within the Ontario health care sector, associated with ONE Pages.

“**ONE Pages**” means a synced directory service of Partnered and Direct ONE Mail clients provided by eHealth for the purpose of facilitating communication between health care professionals, and other individuals within the Ontario health care sector, and is made available to you and other clients who receive ONE Mail services.

“**Reactivation Notice**” has the meaning set out in section 5.2 below.

2. The ONE Mail Direct service: Your Physician email Account

2.1 eHealth will provide you with a Physician email Account, including an e-mail account with an address book for storing contact information, a calendar for storing appointments, a tool for tracking tasks and an e-mail box. Where you formerly had a Medical Learner Account that was transitioned to a Physician email Account: (i) your Physician email Account will include Client Content that was in your former Medical Learner Account at the time of transition; and (ii) you may also receive emails which are addressed to you as a medical student (notwithstanding the change of your status in the ONE Mail Directory).

2.2 The account type provided to you under the Agreement is a Physician email Account for which you must use the eHealth default domain name @ONE-Mail.on.ca.

2.3 eHealth may place limits on the size of any message or the number of e-mail addresses to which an e-mail message may be sent using your Physician email Account.

2.4 The maximum size of your Physician email Account is 5 GB unless eHealth agrees otherwise in writing. You acknowledge that an e-mail box will not be able to receive any e-mail messages if that e-mail box is full.

2.5 Your Physician email Account does not give you the ability to auto forward e-mail messages.

2.6 eHealth backs up its mail servers at least once daily and retains a copy of each such back-up for at least 30 days.

3. Accessing your Physician email Account

3.1 You acknowledge that eHealth may introduce new means for accessing your Physician email Account and that it may discontinue or prohibit certain methods for accessing your Physician email Account, each from time to time.

3.2 Your choice of how to access your Physician email Account may restrict the use of certain functions. For example, if you access your e-mail solely using Microsoft’s Outlook on the Web you will not be able to work with your e-mail off-line.

3.3 eHealth provides a means by which you may access your Physician email Account using a personal or corporate mobile device (e.g. a smartphone, laptop, etc.) via ActiveSync (short for Microsoft Exchange ActiveSync, a protocol designed for the secure synchronization of email, contacts, calendar, tasks, and notes from a messaging server to a smartphone or

other mobile device, and allowing for mobile device management and policy controls). By clicking “Activate” during ONE Mail Direct Service ActiveSync setup for a mobile device, you agree to permit eHealth to act as an administrator (“**Device Administrator**”) to control and monitor certain settings on your mobile device, as indicated in this section below and during the ActiveSync set up process. Prior to connecting a mobile device via ActiveSync, you agree to follow the secure email policies listed in the *ONE Mail Direct for Mobile Devices Guide*, available at www.ehealthontario.on.ca/en/services/resources, including the policies below. Each of these requirements (a)-(g) is enforced by eHealth as Device Administrator.

- (a) **Password required:** If not already in place, you are required to maintain a local password on your mobile device to comply with security policies assigned to the ONE Mail Direct service via ActiveSync. eHealth may control the length and the characters allowed for screen-unlock passwords.
- (b) **Minimum password length:** All mobile devices must meet minimum password length restrictions set by eHealth, as specified in the *ONE Mail Direct for Mobile Devices Guide*.
- (c) **Inactive timeout:** All mobile devices must be configured to support an inactivity timeout, as specified in the *ONE Mail Direct for Mobile Devices Guide*.
- (d) **Wipe device:** In an effort to ensure that unauthorized access to data on all mobile devices is prevented, you will have a set number of attempts to enter the correct password. If more than the set number of consecutive failed passwords are entered, a local device wipe instruction (“**Wipe Device Instruction**”) will be automatically applied to erase all local data from your Physician email Account that resides on that mobile device. The number of attempts before the Wipe Device Instruction is applied is set out in the *ONE Mail Direct for Mobile Devices Guide*.
- (e) **Lost device:** If a mobile device is lost, you must contact the eHealth Service Desk as soon as reasonably possible and a Wipe Device Instruction will be applied (all data on that device will be erased, if possible).
- (f) **Refresh policy:** All security configuration restrictions are refreshed every 24 hours.
- (g) **Screen Lock:** eHealth may control how and when the screen locks, and may also monitor the number of incorrect passwords typed when unlocking the screen.

Should you decline to accept and implement the above-listed policies, you will be not permitted to use your Physician email Account with a mobile device via ActiveSync. From time to time, eHealth may update the policies for access to the ONE Mail Direct service via ActiveSync, and any such updates will be listed in the *ONE Mail Direct for Mobile Devices Guide*, available at www.ehealthontario.on.ca/en/services/resources.

4. **ONE Mail Directory**

- 4.1 eHealth will provide you with access to the ONE Mail Directory content with your Physician email Account. The ONE Mail Directory is operated and maintained by eHealth and it is solely responsible for determining the format of the listings, which may change from time to time. Although eHealth takes reasonable steps to verify the identity of each individual listed in the ONE Mail Directory, it does not represent, warrant or covenant that the listings in the ONE Mail Directory are complete or accurate.
- 4.2 The following information about you will be listed in the ONE Mail Directory: First name; Last name; Category - Practitioner; and Your Physician email Account e-mail address.
You acknowledge that the information listed in the ONE Mail Directory is in eHealth’s sole discretion and may change from time to time. To the extent that any of the above information may be personal information, you consent to its inclusion into the ONE Mail Directory and to the disclosure of such information to, and its use by, the other end users of the ONE Mail e-mail service.
- 4.3 You agree not to use or disclose the information contained in the ONE Mail Directory for any purpose other than communicating with other ONE Mail users in a manner consistent with the terms and conditions of this Agreement.
- 4.4 You represent and warrant that any information provided by you to eHealth in connection with your Physician email Account is accurate and complete, and you agree that you are responsible for updating such information as soon as reasonably possible after any change. Should you discover that the information in the ONE Mail Directory relating to you is incorrect, you will provide notice to eHealth along with corrected information.
- 4.5 eHealth recognises that in certain exceptional circumstances you may need to remove your information from the ONE Mail Directory, for example, for confidentiality reasons. In such a case, you must contact the eHealth Service Desk and provide reasonable justification for your information to be removed from the ONE Mail Directory. The eHealth Ontario Service Desk can be contacted at ServiceDesk@ehealthontario.on.ca or by phone at 1-866-250-1554.

5. **Dormant Accounts**

- 5.1 eHealth may Disable or Delete your Physician email Account where it is a Dormant Account and is not a Flagged Account, in accordance with the following:
 - (a) **Non-Activated Accounts.** eHealth will send a notice of Dormant Account (“**Dormant Account Notice**”) to you, in accordance with section 2.3 of the Agreement, advising you that your Physician email Account has been identified

as a Non-Activated Account and that your Physician email Account will be Deleted unless a Reactivation Notice is received from you within 30 calendar days of the date the Dormant Account Notice is received by you. Where eHealth sends such a Dormant Account Notice to you, and a Reactivation Notice has not been received from you within 30 days, eHealth may Delete your Physician email Account at its sole discretion.

- (b) **Inactive Accounts.** eHealth will send a Dormant Account Notice to you in, accordance with section 2.3 of the Agreement, advising you that your Physician email Account has been identified as an Inactive Account and will be Disabled unless a Reactivation Notice is received from you within 90 calendar days of the date the Dormant Account Notice is received by you. Where eHealth sends such a Dormant Account Notice to you, and a Reactivation Notice has not been received from you within 90 days, eHealth may Disable your Physician email Account at its sole discretion.
- (c) **Flagged Accounts.** eHealth will not include any Flagged Account in any Dormant Account Notices sent to you.

5.2 A Reactivation Notice means either of the following:

- (a) Where, in response to a Dormant Account Notice, you notify eHealth in writing (at onemailinfo@ehealthontario.on.ca) that your Physician email Account should be marked as a Flagged Account for the period of time specified in such Reactivation Notice, which may not be greater than one calendar year from the date such Reactivation Notice is received by eHealth; or
- (b) Where, in response to a Dormant Account Notice for a Non-Activated Account, you log on to your Physician email Account within 30 days of receiving such notice; or
- (c) Where, in response to a Dormant Account Notice for an Inactive Account, you log on to your Physician email Account within 90 days of receiving such notice.

5.3 You may, at any time during the term of the Agreement, designate your Physician email Account as a Flagged Account by providing written notice to eHealth (at onemailinfo@ehealthontario.on.ca) specifying that your Physician email Account be designated as a Flagged Account and the period of time it is to be marked as a Flagged Account, up to one calendar year.

6. **Calendar Sharing**

- 6.1 The ONE Mail Direct service enables calendar sharing with other users who have ONE Mail Direct accounts. For details on ONE Mail Direct calendar sharing, please see the *Web Browsers Guide and Desktop Software Guide* under the ONE Mail Direct section at www.ehealthontario.on.ca/en/services/resources.
- 6.2 By default, all ONE Mail Direct users have limited access to all other ONE Mail Direct users’ calendars. This limited access allows a ONE Mail Direct user to see when other users are free or busy (a user’s free/busy times are shown when another ONE Mail Direct user attempts to schedule the user for a meeting), but does not provide detailed calendar information such as meeting title and location. You acknowledge that the default setting for your Physician email Account is calendar sharing (i.e. free/busy information), as described in this section.
- 6.3 You may share access to your calendar with any one in your global address book who is a ONE Mail Direct user, at your discretion. In addition, you may receive invitations from another ONE Mail Direct user to view their calendar, or you may receive a request from another ONE Mail Direct user to share your calendar with them. You are free to accept or reject any invitation or request at your discretion.
- 6.4 After account activation, you may establish or revise the following permissions in relation to sharing your calendar:
 - (a) free/busy time;
 - (b) free/busy time, including subject and location; and
 - (c) all information in calendar.