**HEALTH SERVICE EXECUTIVE**

**POLICY** CONFIDENTIALITY REGARDING PERSONAL INFORMATION AND RECORDS.

**SCOPE**  All categories of employees both permanent and temporary and persons on work placement.

**BACKGROUND**

In performing their duties at work an employee may have occasional, regular or on-going access to personal information pertaining to patients, members of the public or work colleagues. The Health Service Executive expects each employee to observe the highest standards of work and personal ethics in their handling of such information and seeks to protect the confidentiality of such information at all times.

**AIM**

To protect individuals from the unauthorised access to, alteration, disclosure or destruction of personal data including that which is processed by automated means.

1. **General**

All employees who as part of their normal duties have access to any personal information relating to either patients or other employees are required to treat such information with total confidentiality at all times. The access, disclosure or discussion of personal information from any Health Service Executive source is to be in the performance of Health Service Executive duties only.

1. **Computerised Systems**
2. In compliance with the Data Protection Act, 1988 the Health Service Executive has taken measures to guard against unauthorised access to computer based personal data and against its alteration, disclosure or destruction.
3. **Responsibility**

Health Service Executive Management

Responsible for defining the level of access considered appropriate for individual employees. Responsible for dealing with breaches of confidentiality by staff under their control.

Password controllers

Responsible for issuing, changing, deleting and authorising use of passwords.

Responsible for maintaining up-to-date accurate records of passwords, user ID and names.

Employees

Responsible for safeguarding the password issued to them and ensuring that passwords are not made available for use by any unauthorised persons.

Employees will not disclose their own password for use by others unless specifically instructed to by a password controller nominated by the Health Service Executive.

Employees have a responsibility to bring to the attention of their immediate supervisor any known breach of this policy.

1. **Violations**

Any misuse or abuse of personal information, passwords and/or access to the hospital information systems is subject to review through the agreed Health Service Executive Disciplinary Policy and procedures and appropriate action in line with this Policy may be taken up to and including dismissal.

**Health Service Executive**

I acknowledge receipt of the Executive’s Policy on Confidentiality Regarding Personal Information and Records.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Block Capitals)

Grade: \_Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_School of Nursing and Midwifery, NUI Galway

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_