

IADT Student Health Centre Privacy Statement

The staff at IADT Student Health centre want to ensure your privacy, confidentiality and protection by providing the highest standard of medical care. We are guided by a code of ethics from the Irish Medical Council (<http://www.icgp.ie/data>) and Nursing and Midwifery Board Ireland (<https://www.nmbi.ie/Standards-Guidance>) and the principles of General Data Protection Regulations (GDPR). https://iadt.ie/wp-content/uploads/2020/05/GDPR_Principles_and_Lawful_Bases_of_Processing1.pdf

Legal basis for processing your data

Any personal data you provide when engaging with the Student Health Centre will be processed fairly and lawfully in accordance with data protection legislation and only for the specific purposes. IADT is bound by the Irish data Protection ACT 2018 which replaces and amends the DP Acts 1988 to 2003 and transposes the General Data Protection regulation (GDPR) into Irish law.

Under Article 6 GDPR your personal data will be processed on the legal basis of consent.

Under Article 9 GDPR your sensitive personal data will be processed on the exemption of explicit consent provided.

The Student Health Centre software package Socrates, is used only by the GP's and nursing and medical administration staff. It does not form part of the IADT's administration for academic purposes.

Disclosures Required or Permitted Under Law

The law provides that in certain instances personal information (including health information) can be disclosed, for example, in the case of infectious diseases or where there is a risk to you or others.

Organizational and Technical Data Safeguards

Access to servers and desktops is restricted which means that staff can only access information that is required in order to perform their duty. All users of the Socrates Patient Management System are assigned a unique user account and will have access to the minimum necessary information needed to perform job functions. There is restricted physical access to the Student Health Centre.

How we manage your information:

When you are seeking GP or Nursing support we will need to collect and keep information about you and your health on our records. This information is retained securely.

- We will only ask for and keep information that is necessary.
- We will attempt to keep it accurate and up to-date as possible.
- We will explain the need for any information we ask for if you are not sure why it is needed.
- We ask you to inform us about any relevant changes that we should know about. This would include such things as any new treatments or investigations being carried out that we are not aware of.
- Please also inform us of change of address and phone numbers.
- All persons in the practice (not already covered by a professional confidentiality code) sign a confidentiality agreement that explicitly makes clear their duties in relation to personal health information and the consequences of breaching that duty.

Access to patient records

Access to patient records is regulated to ensure that they are used only to the extent necessary to enable the administration and Student Health Centre staff to perform their tasks for the proper functioning of the practice. In this regard, patients should understand that practice staff may have access to their records to ensure safe and efficient care for you. Administrative staff will need to access your record to carry out the following functions

- Typing referral letters to hospital consultants or allied health professionals such as physiotherapists, occupational therapists, psychologists and dieticians.
- Opening letters from hospitals and consultants and scanned into the electronic patient record.
- Scanning clinical letters, radiology reports and any other documents not available in electronic format.
- Downloading laboratory results and Out of Hours GP reports and performing integration of these results into the electronic patient record.
- Photocopying or printing documents for referral to consultants, attending an antenatal clinic or when a patient is changing GP.
- Handling, printing, photocopying and postage of medico legal and life assurance reports, and of associated documents.

Disclosure of information to other health and social professionals

We may need to pass some of this information to other health professionals in order to provide you with the treatment and services you need. These other professionals are also legally bound to treat your information with the same duty of care and confidence that we do.

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Disclosure of information to Employers, Insurance Companies and Solicitors

In general, Medical Certificates will only provide a confirmation that you are unfit for college, work or examinations with an indication of when you will be fit to resume college. Where it is considered necessary to provide additional information we will discuss that with you.

In the case of disclosures to insurance companies or requests made by solicitors for your records we will only release the information with your signed consent.

Use of information for training, teaching and quality assurance

It is usual for GPs and Nurses to discuss patient case histories as part of their continuing medical education or for the purpose of training GPs and/or medical students. In these situations the identity of the patient concerned will not be revealed.

In other situations, however, it may be beneficial for other doctors and nurses within the practice to be aware of patients with particular conditions and in such cases this practice would only communicate the information necessary to provide the highest level of care to the patient.

The Student Health Centre participates in an annual clinical Audit to ensure that we are following the highest standard of care for you. It is usual for patient information in an anonymous manner to be used for these purposes in order to improve services and standards of practice. In fact GPs on the specialist GP register of the Medical Council are now required to perform audits. In general, information used for such purposes is done in an anonymous manner with all personal identifying information removed. If it were proposed to use your information in a way where it would not be anonymous or the Practice was involved in external research we would discuss this further with you

before we proceeded and seek your written informed consent. Please remember that the quality of the patient service provided can only be maintained and improved by training, teaching, audit and research.

Your right of access to your health information

You have the right of access to all the personal information held about you by this practice. If you wish to see your records in most cases it is the quickest to discuss this with your doctor who will outline the information in the record with you. You can make a formal written access request to the practice and the matter can be dealt with formally.

Confidential information in general will only be disclosed with the person's consent. It will only be accessed and/or made available to others on a need-to-know basis for the purpose of the provision of, or access to, services with the students consent.

There are a number of limited exceptions to this principle. These are:

- (a) If there is a serious concern that there may be a threat to safety or life of the student or others.
- (b) If there are children (under 18) at risk, the service in accordance with Dept. of Children and Youth Affairs guidelines will report the matter to the local social work department of the Child and Family Agency (Tusla) and /or An Garda Siochána
- (c) Such disclosures may be required as part of a legal process.

Transferring to another practice

If you decide at any time and for whatever reason to transfer to another practice, we will help you by making a copy of your records on receipt of your signed consent from your new doctor. For medico-legal reasons we will also retain a copy of your records in this practice for an appropriate period of time which may exceed eight years.

We hope this has explained any issues that might arise. If you have any questions, please ask to speak with the Nurse or GP.