

TO ALL STAFF/CONTRACTORS/OTHERS WHO MAY ACCESS CONFIDENTIAL INFORMATION

CONFIDENTIALITY NON-DISCLOSURE OF INFORMATION

PRIVACY ACT 1993

The Health Information Privacy Code 1994 and subsequent amendments lays down that except in certain circumstances:

“No person to whom the Code applies shall disclose to any person any information concerning the condition or medical history of any patient in any institution without the prior consent of the patient or his representative whether the patient is still in the institution or not.”

This applies to:

- Persons who are or have been employed by this organisation (whether as honorary or part-time medical officers or otherwise, whether as employees or independent contractors, or as voluntary workers).
- Persons who are or have been allowed access to any hospital, eg General Practitioners in Maternity Units, students, whether Polytechnic, work experience, supervised visitors or otherwise.
- Persons who are or have been employed by any company, firm or other body that has, or by any person who has, contracted to perform work for the organisation.

A HEAVY PENALTY IS PROVIDED FOR IF THIS IS NOT COMPLIED WITH.

ETHICAL

Patients must be absolutely certain that personal information given to various members of the staff remain confidential. They can easily lose confidence in their care and treatment if this trust is betrayed.

REMEMBER ALWAYS

That on no account must anything you see or hear about a patient in the course of your duties be repeated or discussed.

A copy of the Privacy Act 1993 and the Health Information Privacy Code 1994 is available in all departments. Please make yourself familiar with their contents.

Signature:

Date: