

# **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.

### **(i) 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.

### **(ii) Computerised Systems**

(a) In compliance with the Data Protection Act, 1988 & 2003 the Health Service Executive has taken measures to guard against unauthorised access to computer based personal data and against its alteration, disclosure or destruction.

#### **(b) 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.

### **(iii) 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: \_\_\_\_\_

Department: \_\_\_\_\_

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

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

## General Declaration

It is important that you read this Declaration carefully and then sign:

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

Post applied for: \_\_\_\_\_

### PART 1

#### Obligations Placed on Candidates who Participate in The Recruitment Process

The Public Services Management (Recruitment and Selection) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

- Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process.
- Candidates shall not:
  - knowingly or recklessly make a false or a misleading application
  - knowingly or recklessly provide false information or documentation
  - canvass any person with or without inducements
  - personate a candidate at any stage of the process
  - knowingly or maliciously obstruct or interfere with the recruitment process
  - knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it
  - interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the HSE to report any such above contraventions to An Garda Síochána.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Services Management (Recruitment and Selection) Act 2004:

- where he / she has not been appointed to a post, he / she shall be disqualified as a candidate; and
- where he / she has been appointed as a result of that process, he / she shall forfeit that appointment

### Part 2

#### Declaration

"I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed."

**Failure to sign application will render it invalid \***

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**

- Employees are required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.
- Maintain throughout the Group's awareness of the primacy of the patient in relation to all hospital activities.
- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety**

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
  - Continuous Quality Improvement Initiatives
  - Document Control Information Management Systems
  - Risk Management Strategy and Policies
  - Hygiene Related Policies, Procedures and Standards
  - Decontamination Code of Practice
  - Infection Control Policies
  - Safety Statement, Health & Safety Policies and Fire Procedure
  - Data Protection and confidentiality Policies
- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.
- The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
- The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
- The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- The post holder is required to bring to the attention of a responsible person any perceived shortcoming in

our safety arrangements or any defects in work equipment.

- It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

I acknowledge receipt of the above and I have read and understand same.

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

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

Department: \_\_\_\_\_

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

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