

Student Health Centre

Privacy Statement

The IT Tallaght Student Health Centre wants to ensure the highest standard of medical care for our students. This Statement is about making your consent meaningful by advising you of our policies and practices on dealing with your medical information.

The Student Health Centre is considered to be a trusted community governed by an ethic of privacy and confidentiality. Our practices are consistent with the Medical Council guidelines and the privacy principles of the Data Protection Acts. We see our students' consent as being the key factor in dealing with their health information.

MANAGING YOUR INFORMATION

In order to provide for your care, we need to collect and keep information about you and your health on our records as part of your medical file. We do this with your consent.

The GP (the Institute's contracted Doctor) is the Data Controller and retains your information securely and in line with their Data Protection Policies and Procedures and their IT Security Policies and Procedures. The Institute is a Joint Controller of your personal data and this Privacy Statement outlines our Data Protection Policies and Procedures and our IT Security Policies and Procedures.

For further information on the Institute's Data Protection Policies and Procedures, please see: <https://www.it-tallaght.ie/gdpr>

We will only ask for and keep information that is necessary. We will attempt to keep it as 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.

When you register with the Student Health Centre, we take your biographical details e.g. your name, gender, address, phone number, date of birth, etc. and input them into our Healthcare Patient Management System 'Socrates'. We ask that you inform us of any changes to this information e.g. change of address and phone number.

During a consultation we will also ask you to inform us about any relevant changes to your health that we should know about. This would include such things as any new treatments or investigations being carried out that we may not be aware of. This is in order to ensure continuity of care.

All IT Tallaght employees in the Student Health Centre, not already covered by a professional confidentiality code, receive training in medical confidentiality to ensure patient data is secure. The GP, as the Data Controller has Data Sharing Agreements in place with external processors of patient data including Clanwilliam Health who provide the healthcare management system and Healthlink who process electronic results for the HSE.

Access to patient records is regulated to ensure that they are used only to the extent necessary to enable our staff to perform their tasks for the proper functioning of the practice. In this regard, students should understand that practice staff may have access to their records for:

- Preparing referral letters to hospital consultants or allied health professionals such as physiotherapists, occupational therapists, psychologists and dieticians.
- Opening letters from hospitals and consultants. The letters could be scanned into the patient's electronic record.
- Scanning clinical letters, radiology reports and any other documents not available in electronic format.
- Downloading laboratory results and performing integration of these results into the electronic patient record.
- Photocopying or printing documents for referral to consultants or when a patient is changing GP.
- Checking if a hospital or consultant letter has been received or if a laboratory or radiology result is back, in order to schedule a conversation with the GP.

PHYSICAL AND TECHNICAL DATA SAFEGUARDS

Access to servers and desktops is restricted by user membership based on the "least privilege principle" which means that staff can only access information that is required in order to perform their duty.

All users are assigned a unique user account and will have access to the minimum necessary information needed to perform job functions.

No user within the Student Health Centre has administrative rights to the Patient Management System. Access to electronic medical records is via a unique username and password.

There is also restricted physical access to the Student Health Centre.

DISCLOSURE OF INFORMATION TO OTHER HEALTH AND SOCIAL CARE PROFESSIONALS

We may need to pass some of your Personal Data to other health and social care professionals in order to provide you with the treatment and services you need e.g. Referrals to Consultants; hospital laboratories, etc. Only the relevant part of your record will be released. These other professionals are also legally bound to treat your information with the same duty of care as we do.

DISCLOSURES REQUIRED OR PERMITTED UNDER LAW

The law provides that, in certain instances, personal information (including health information) can be disclosed. Under Public Health Legislation, we need to make notifications for infectious disease (see www.hpsc.ie/notifiablediseases), influenza surveillance and some National Registries.

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

USE OF INFORMATION FOR TRAINING, TEACHING AND QUALITY ASSURANCE

It is usual for GPs 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.

It may be beneficial for other Health Professionals 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 and manage the highest level of care to the patient.

YOUR RIGHT OF ACCESS TO YOUR HEALTH INFORMATION

You have the right of access to all **personal information** held about you by ITT and the GP as outlined in our Data Protection Notice for Students. For further information in this regard, please see:

https://www.it-tallaght.ie/contentfiles/Documents/FOI/gdpr/Data_Privacy_Notice_Students.pdf

If you only wish to access your **Medical Records**, it is best to discuss this with the Doctor who will outline the information in your record with you. With your written consent your medical records can be released to you free of charge without having to make a Subject Access Request.

You also have the right to rectify your data and can contact us to do so at any point.

DATA RETENTION POLICY

In accordance with Data Protection regulations, the ITT Student Health Centre will ensure that medical records of students who have attended the Student Health Centre are destroyed in accordance with our Data Retention Policy. This is normally eight years after their last entry. For further information about our Records Retention Schedule please see: https://www.it-tallaght.ie/contentFiles/Documents/FOI/Records_Retention_Schedule_20Sept2018.pdf

TRANSFERRING TO ANOTHER PRACTICE

We will facilitate your request to forward your records to your GP by making a copy of your medical records available to your doctor on receipt of your signed consent from your doctor. For medico-legal reasons the GP will also retain a copy of your records in their practice in line with our Records Retention Schedule which is normally for eight years following the date of your most recent consultation.

We hope this Privacy Statement has explained any questions you may have about your personal data in the Student Health Centre. If you have any further questions, please speak to a member of our staff:

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