**Privacy and Confidentiality Agreement.**

**(Please refer to local policy if applicable): *Insert reference***

The use of personal information or data about patients is governed by

* Statute Law e.g. The Data Protection Act, 1998 and 2003, Freedom of Information Act 1997 and 2003.
* Confidentiality between the healthcare provider and the receiver is protected by common law in Ireland.
* Professional Practice Standards e.g. An Bord Altranais Code of Professional Conduct for each Nurse and Midwife, April 2000. Code of Conduct for Doctors, Irish Medical Council.
* Local policies, protocols and documentation e.g. HSEMA Staff Handbook (A Practical Guide for Staff), HSEMA Records Management Policy, (HSEMA) Policy on Record Retention Periods, HSEMA Guidelines on Good Research Practice, HSEMA Consent to Treatment Policy, ICON Information Sharing Framework, Local Administration Policies, Local HR and Recruitment Policies, ICON Information Sharing Framework document etc.

Staff of the HSE (including employees, contractors and volunteers) shall not disclose any information collected from an individual to any other person, body or agency except for the purposes for which it was collected unless:

* the individual has consented to the disclosure;
* the individual would reasonably have known that the information would be disclosed;
* the staff believe on reasonable grounds that the disclosure is necessary to
* prevent or lessen a serious and imminent threat to the life or health of the individual concerned or to another person;
* the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue.
* All of the information concerning another person, to which you have access as a result of your involvement in the HSE, is strictly confidential. No *unauthorised* discussion or disclosure of information shall take place externally or within the HSE.

Likewise, in the course of attending meetings within the HSE, you may have access to information that is discussed in confidence for the purpose of progressing the business of health and social services. All such information is strictly confidential and no *unauthorised* discussion or disclosure of information shall take place externally or within the HSE.

As acknowledgment that you have read this agreement and understand HSE policies on the disclosure of information and confidentiality, please sign below.

I, .............................................................................. have read the above information and understand the policy on confidentiality and the release of information.

Signature of service user.......................................................................................

Date....../....../......

Signature of witness............................................................................................

Date....../....../......