

ST AIDAN'S DAY CARE CENTRE LTD

QUALITY POLICY STATEMENT

QP-02

Title: CONFIDENTIALITY

- 1.0 All personal information will be treated as confidential and held in accordance with legislation, regulations and best practise requirements.
- 2.0 All staff who have access to, or handle, confidential records will contain clauses in their contracts which emphasise the principles of confidentiality and state the disciplinary action which could result if these principles are not met.
- 3.0 Any information given in confidence from a resident to a member of staff will be used only for the purpose for which it was given and will not be released to others without the resident's permission. Even the death of a resident does not give staff the right to break confidentiality.
- 4.0 Staff will protect all confidential information concerning residents obtained in the course of professional practice and make disclosures only with consent, where required by court of law and where can be justified disclosure in the wider public or resident's interest e.g. drug abuse, physical abuse, other serious crimes.
- 5.0 It is important that residents understand that some information may be made available to others involved in the delivery of care, and made known to whom you share this information.
- 6.0 Where computer-held records are concerned we will as far as possible ensure methods used for recording are secure, authentic and clearly identify the person entering the information.
- 7.0 The computer system used will be protected from inappropriate access and used only by authorised staff.
- 8.0 However, a resident can ask to see their records, whether they are written down or on computer. This is as a result of the Data Protection Act 1988 and 2003 and the Freedom of Information Act 1997 and 2003.
- 9.0 All personal information will be retained for a period as specified by the Health Services Executive.

NATIONAL STANDARDS FOR RESIDENTIAL SERVICES FOR CHILDREN AND ADULTS WITH DISABILITIES – This policy addresses:

Theme 5: Leadership Governance and Management	Standard 5.2	Feature 5.2.10
Theme 8: Use of Information	Standard 8.2	Feature 8.2.4 Feature 8.2.5