

Elim Nursing Homes

Policy: Confidentiality

- Patients have the right to know that information concerning them is managed appropriately.
- Patients' case records will be stored in a locked area when not in use.
- Staff must identify the profession or the family relationship of any person inquiring about a patient's affairs or well-being.
- Information must not be disclosed to a person against the wishes of the patient except when required by the law or to protect the well-being of others. E.g. Protection of Vulnerable Adults legislation.
- The release from the Home of all, or part of, or photocopies of a patient's case records, whether the patient is alive or deceased, requires specialist advice, and must not be undertaken until that advice is sought. The exception to this being the disclosure of information necessary to transfer a patient or to update a professional concerned with the care of the patient.

Further reference:

The Freedom of Information Act, 2000

The Data Protection Act, 1998

The Human Rights Act, 1998