

Disclosing your information in the public interest

There may be other times when the law allows disclosure of your information because it is in the public interest. For instance, disclosure may become necessary to reduce the chances of someone suffering harm (especially if that person is a child or otherwise vulnerable), to enable alleged misconduct by staff to be investigated, or to protect the general public against the spread of infectious diseases. But even in these circumstances your information will, generally speaking, not be disclosed in a way which identifies you as an individual by name.

Your right to see what is held about you

You have a legal right to see information held about you by social care and health organisations if you ask for it in writing. However information does not have to be given to you if it is also about another person or giving it to you would cause serious harm to you or someone else. You can also ask for inaccurate information about you to be changed and for steps to be taken if you have suffered distress because of inaccurate information about you being used.

Duties of staff concerning confidentiality

All staff working in the Catholic Institute for Deaf People Services are under both a legal and ethical duty to protect the confidentiality of personal information relating to service users. Action can be taken against staff if they fail to comply with these duties. If you feel that your right to confidentiality has not been properly protected, please raise your concerns with senior staff in the residence or with the Chief Executive Officer of the Catholic Institute for Deaf people.

Further information about the issues mentioned in this leaflet can be found in the CIDP Policy Paper: Confidentiality Policy – Residential Services

January 2010



Confidentiality Policy Guide for Residents

St. Joseph's House Brewery Road
St. Joseph's Residence Cabra
St. Mary's Residence Cabra

January 2010

Catholic Institute for Deaf People
Keeping your information confidential

The Catholic Institute For Deaf People's work with children and vulnerable adults will bring us into contact with confidential information and this information will only be used and shared to enhance the welfare of individual children and adults.

What information will be kept?

It is a requirement that records are kept as follows:

Personal records –each resident will have an individual file, in which will be kept registration and admissions forms, consent form information and observations by staff on any confidential matter involving the resident such as child protection matters or abuse of vulnerable adults reports or minutes from meetings concerning the resident from other agencies working with the resident/family.

All residents will have a key worker assigned to them on admission and individual placement plans will be developed to ensure the resident receives the best possible service. These plans will be stored appropriately to ensure confidentiality within the residence and can be accessed at any time and contributed to by staff, the resident and or parents.

Other Records relating to each resident that will be kept are

- Medication records and Emergency treatment and
- Accident Records and Incidents

All records relating to the residents will be archived for a period of time in line with regulations and guidance.

Your right to confidentiality

As a resident in the services provided by the CIDP you will be asked by the staff to supply personal information about yourself. This is so that you can receive appropriate care and treatment. The information you supply is stored very carefully because you have a legal right to have such personal details kept confidential.

The right to confidentiality is guaranteed by the Data Protection Acts ,1998 and 2003 and partly by principles established by the courts on a case -by -case basis In addition , there are ethical standards which staff within the health and social sector are obliged to abide by. All staff are committed to ensuring that your information is kept secure.

Sharing your information

Of course the information you supply often needs to be shared with other people who are involved in providing you with social and health care. Such sharing is an essential part of the provision of many aspects of modern social and health care, which depends on the involvement of professionals working in teams and applying their own particular expertise to make your care better. Members of your care team may need to know, for example, what medication you have been prescribed, and why. But even this sharing of information is lawful only if it is necessary to ensure that you are properly cared for.

If you do not understand how or why your information will be shared, please ask a member of staff providing you with care to explain this to you or talk to the Director of the Residence about it.

Using your information for the benefit of others

In many circumstances it is extremely beneficial for the social and health care system as a whole to be able to use information about individuals so that there can, for example, be efficient planning of how to provide services, the proper maintenance of accounts, checking to provide assurance on the level of service provision, the provision of appropriate training of staff, and adequate monitoring of the outcome of care provided. But in all such cases your information is wherever possible coded so as to conceal your identity. If it is not possible to conceal your identity, your information can normally be used only if you first give your consent to its use.