

Policlinico S. Orsola-Malpighi

INFORMATION ON THE PROTECTION OF PERSONAL DATA

D.lgs.n.196/2003 "Privacy Code"

Dear Sir/Madam,

The Bologna University Hospital, Policlinico S. Orsola-Malpighi, is responsible for processing private data, according to art. 28 of the Privacy Code, and hereby informs you of the methods and purposes concerning the use of your **personal data** as part of its institutional activities.

The collection of your personal data (e.g. personal information, social security number, health insurance card, phone ...) and sensitive information (e.g. information on health status) is **essential** for the provision and management of the required health services. These data are subject to professional secrecy, bound to the institution and processed, i.e. used, according to the principles of fairness, legality, legitimacy, indispensability and without exceeding the purposes for which they were collected.

We inform you that with your consent the provided data can also be processed and used in the future by other Operating Units inside the Bologna University Hospital, within the limits of the indispensability for the purpose of the health protection.

PURPOSE OF DATA PROCESSING

Any information concerning you and collected during your visit, examination or other health services provided by the Bologna University Hospital is used for:

- ✓ **health protection**, i.e. prevention, diagnosis, treatment and rehabilitation;
- ✓ **certification activities** concerning your state of health;
- ✓ **epidemiological and statistical activities** in the manner prescribed by the regulations;
- ✓ **educational activities**, the University Hospital is a School of Specialization. In this regard, we inform you that in practice this may involve the presence of qualified students (so-called doctors undergoing specialization, trainees, ...), carrying out certain health services. In order to limit the discomfort of the patient and in relation to the degree of invasiveness of the treatment, the Bologna University Hospital limits the number of students and acts in compliance with the desires and requirements of the patient;
- ✓ **administrative and accounting activities**, related to the provided health services. These activities are regulated by the Regional Regulation for the treatment of sensitive and judicial data;
- ✓ **programming, managing and controlling health care activities**, where appropriate, and subject to your explicit consent, carried out through surveys and questionnaires to assess the degree of satisfaction;
- ✓ **activities of scientific research**. In this case you will be asked for your consent to undergo a specific treatment, or you can proceed with other traditional forms of legitimacy in accordance with art. 110;
- ✓ **other requirements** provided by law or regulation.

CONSENT TO DATA PROCESSING

The processing of personal data for **health protection purposes** can only be effected with your consent. Generally your consent is collected verbally by the authorized personnel, who will provide to record the annotation, and will be **permanently** valid also in the case of subsequent accesses (for hospitalization or outpatient visits) at this Hospital, in order to allow the medical staff the data processing for the future performances and permit those who will take you in charge to acquire and study your previous data, within the limits of the tight indispensability.

Without this consent, with the exception of urgent treatments or those mandated by law, it is impossible to provide the required health service.

DATA PROCESSING METHOD

Your personal data can be processed in various ways: on paper, electronically, using another type of media, or even verbally, in each case the appropriate means will be provided to ensure the confidentiality and security of the provided information.

The data will be used by employees and other individuals who work within the Bologna University Hospital (doctors undergoing specialization, trainees, etc. ...), identified as responsible or in charge of the treatment in accordance with the provisions stipulated by the Hospital.

Your data will be kept for the time necessary to perform the legal obligations, or, as in the case of medical records, indefinitely. The Hospital may use the information in case of a future visit (hospitalization, outpatient visit, Emergency Service access, etc ...) in order to assure you and guarantee you the most appropriate treatment and care. Your privacy is guaranteed.

The data are processed by the Departments' IT systems that allow health professionals to have the information necessary to the performance of diagnosis and treatment, and to have access to data needed prior to the processes of care, specifically identified by the Hospital, involving different structures and different professionals. As an interested part you will receive specific information about the care process to be activated, in order to gain your consent to medical treatment. Your data, subject to your further specific consent, will also be processed through the use of Electronic Health Dossier (see. T13 / IOA29 "Information and consent to the Electronic Health Dossier").

METHOD FOR DATA COMMUNICATION

Your data, for the purposes mentioned above and to the extent permitted by law, may be communicated to:

- ✓ public institutions (local health authorities) and/or private institutions (private health facilities, retirement homes) involved in the diagnostic treatment, in case of transfer;
- ✓ Regional Health Service (e.g. sending hospital discharge charts);
- ✓ Municipality of residence (e.g. data concerning births and deaths, required medical treatments);
- ✓ the Bologna University Hospital's insurance provider, in order to protect employees and the provider itself in the event of liability;
- ✓ Social security institutions for purposes related to the protection of the patient;
- ✓ Judicial Authority and/or the Public Safety Authorities, in cases expressly provided for by law.

HOLDER AND MANAGER OF DATA PROCESSING

Holder: Azienda Ospedaliero-Universitaria di Bologna Policlinico S.Orsola-Malpighi, legal Headquarters Via Albertoni, 15, 40138 Bologna.

Manager: the persons identified in accordance with the Hospital's regulations and who implement the provisions on personal data.

The list of names of data processors is available at the Public Relations and Relations with a Nonprofit Associations Office, tel. 051 6361259, urp@aosp.bo.it

Privacy Referee: Dott.ssa Federica Banorri, referente.privacy@aosp.bo.it

RIGHTS OF THE INTERESTED

The Article 7 of the Privacy Code allowed you to exercise specific rights. Upon written request, addressed to the Holder and/or to the data processing Manager and to the Privacy Referee, as an interested party, you may:

- ✓ know the origin, purposes and processing methods of the personal data, identification of those who treat the personal data and the logic applied in case of treatment with the aid of electronic instruments;
- ✓ obtain updates, rectifications or integrations of data relating to your personal data, cancellation, transformation into anonymous form or block data treated in violation with the law, if the data are present in documents which are subject to such modifications;
- ✓ object completely or in part, for legitimate reasons, to the processing of your personal data, pertinent for collection purposes.