

**INFORMATION AND CONSENT FOR THE OPTIONAL CONSTITUTION OF THE ELECTRONIC
SANITARY DOSSIER (DSE)**

(EU Regulation 2016/679, Legislative Decree 196/2003 s.m.i.)

Dear Madam / Sir,

the University Hospital of Bologna Polyclinic S. Orsola-Malpighi, as Data controller, informs you that in order to improve the health care process, use the information tool called **electronic health record (DSE)**

For DSE we mean the set of health data in electronic format related to your health, collected during past and present clinical events (e.g. reports of emergency room, letters of hospital discharge, reports of outpatient visits, etc. ...) relating to benefits carried out both under an institutional regime and as a freelance profession (ALP).

**PURPOSE OF DATA PROCESSING THROUGH THE SANITARY DOSSIER AND ITS CONSULTATION -
COMMUNICATION**

The DSE can only be constituted with your consent and the health information contained in it or treated is accessible only to healthcare professionals who take care of it.

The dossier allows the company's health personnel to have a clinical picture as complete as possible and to dispose of information about their health in order to offer them more and more adequate assistance.

We inform you that with your consent, the dossier can also be consulted by professionals, who exercise their professional activity in the intramoenia, in order to promote a better care pathway.

At the same time, always with your assent, health professionals working within the company will be able to consult the information related to the services provided by professionals in the intra-company performance regime.

We also inform you that with your consent, the dossier can be consulted even if it is considered essential for safeguarding the health of a third party and the community.

Access to your file is protected and is reserved to authorized parties, through authentication procedures, which allow to identify and track the identity of the health worker, who has access to information processed through DSE.

Therefore, access to the dossier is permitted and reserved only for the company's healthcare staff and professionals who work in the Intramoenia service, however, within the Company, for which it is not accessible **and cannot be consulted by the operators of the other Health Authorities and from your General Practitioner / Free Choice Pediatrician (MMG / PLS).**

CONSENT TO THE CONSTITUTION AND CONSULTATION OF THE DSE

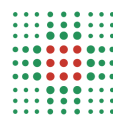
The DSE requires three different expressions of consent from each interested party:

The creation of the **DSE** and the consultation of the information indexed or contained in it are operations that can only take place through the specific and express consent of the interested party.

We inform that the consent to the creation of the dossier is free and optional and a possible refusal to constitute the DSE will not have negative consequences on the possibility to use the requested health services.

The consent to the creation of the health record is collected by the medical staff of the company in oral form, with simultaneous informatic annotation of the statement expressed by the patient, at the time of taking in charge your condition of health. With regard to professional activity under intramoenia, the practitioner will only be able to access the data if the person concerned has previously expressed consent to the constitution of his DSE and then agrees that the individual practitioner can consult the information contained in it or indexed.

- ✓ Regarding the use of previous clinical data, or in any case formed prior to the constitution of consent, the Company informs that the interested party must express a specific consent to the insertion in the DSE and to the consultation of the same by the health personnel. This consent concerns the possibility of consulting the previous data that have been created and stored in the departmental systems, which the company owns, but it is emphasized that there is no guarantee of the completeness of the clinical information, considering that it is necessary to have regard to the format of the data and their availability.
- ✓ In order to guarantee the confidentiality and dignity of the assisted persons, some information of a particularly sensitive nature (that is, data on persons who have suffered sexual violence or victims of pedophilia, state of drug addiction or abuse of psychotropic substances or alcohol, interruption of pregnancy and childbirth in anonymity) can be treated through DSE only after express and specific consent, to be manifested for present and future data with specific and further statement. We inform you that the treatment by DSE of data relating to previous clinical events, could concern these types of information, for which the right to obscure or revocation of the specific consent for each episode by the interested party is reserved.

**MODIFICATION, REVOCATION OR MISSING CONSENT TO TREATMENT BY DSE**

The consent to the establishment of the DSE and to the treatment of previous data and particularly sensitive data can be modified or revoked by contacting the doctor directly at the time the service is performed or by contacting the Privacy Office at any subsequent time. (**e-mail** ufficio.privacy@aosp.bo.it - **PEC** ufficio.privacy@pec.aosp.bo.it - **tel.** 051 214 1285/1325/1453 - **fax** 051 636 1281)

In case of revocation of consent to the establishment of the DSE, it will no longer be possible to view the dossier and the information contained therein, up to possible new declaration of consent.

Any total or partial denial of the display of the health file does not affect the possibility of accessing the treatment requested.

It is considered appropriate to inform interested parties about the importance of this tool, in order to ensure the easy use of available data that will allow a health performance calibrated on the information received.

Whether in the event of revocation or denial, your health data are still available to the operators of the operational unit or department that produced them for the purpose of treatment and care and for conservation by law, but will not be visible by professionals from other operating units.

RIGHT TO OBSCURE

Once consent has been given to the processing of data through DSE, you are given the possibility of not making visible and consultable on the same, the data relating to individual episodes of treatment (e.g.: an ER service, a hospitalization, a specialized service...).

This opportunity, envisaged as an additional protection of confidentiality, defines "the right to obscure".

The right to obscure can be exercised:

- ✓ immediately, communicating to the doctor, reporting the performance, the desire to obscure the data;
- ✓ at a later time, by contacting the Privacy Office (**e-mail** ufficio.privacy@aosp.bo.it - **PEC** ufficio.privacy@pec.aosp.bo.it - **tel.** 051 214 1285/1325/1453 - **fax** 051 636 1281).

The obscuration of the clinical event, revocable over time, takes place with technical modalities such as to ensure that the subjects authorized to consult the medical dossier can neither view the obscure event nor automatically, even temporarily, know that interested party made this choice. This circumstance is called "obscuring the obscuration".

TIME OF CONSERVATION of DATA present in the DOSSIER

Your data will be kept for the time necessary to pursue the purposes for which they were processed, subject to the longer time necessary to comply with legal obligations, due to the nature of the data or document or for reasons of public interest or for the exercise of public powers, taking account of what is defined in the corporate reference document called Massimario waste (T01 / PA40) published on the Company's website (privacy area).

The Company may use your personal data on the occasion of your possible subsequent access (admission, outpatient services, access to E.R., etc.) in order to guarantee and assure you the most appropriate care and assistance.

RIGHTS OF THE INTERESTED PARTY

At any time you can exercise the right to request access to your personal data, correction of inaccurate data, the integration of incomplete data, pursuant to and within the limits of art. 15 and 16 of the Regulations. Moreover, in the hypotheses and for the reasons established by the law, in particular to the articles 18 and 21 of the Regulations, may request the limitation of the processing of your data and may exercise the right to object to the processing.

If the conditions are met, you also have the right to lodge a complaint with the Guarantor for the protection of personal data or with the supervisory authority of the EU Member State in which you live, work or the place where the alleged violation has occurred. according to the procedures established pursuant to art. 77 of the Regulations.

USEFUL DATA for a CONTACT

The **Data Controller** is the University Hospital of Bologna Polyclinic S. Orsola-Malpighi, with registered office in Via Albertoni n. 15, 40138 Bologna telephone 05102141220, pec: PEIdirezione.generale@pec.aosp.bo.it.

The **Data Processor** based in Via Castiglione n. 29 40124 Bologna, can be contacted at the email address dpo@ausl.bologna.it o PEC protocollo@pec.ausl.bologna.it

Any further information concerning the processing of your data, including the processing of data for further activities, can be found on the Company's corporate website, at: <http://www.aosp.bo.it/>; section "For Citizen / citizens' privacy".