



Policy:

Sligo CIL maintains a practice of confidentiality and protection of personal information of our leaders in compliance with The General data Protection Regulation (GDPR) 2016.

This includes:

- Information about a leader's physical or mental health or condition
- Information about a leader's personal details
- Information about the care the leader receives
- Information about how a leader pays for service and their payment history
- Information about a leader's finances

Caregiver Responsibilities—Leader Confidentiality:

You may use or disclose leader information:

- When you are caring for a leader
- When discussing leaders needs with office staff or other caregivers who care for the leader
- To maintain quality assurance for the Leader's service
- When you are releasing information to family members and other individuals involved in the co-ordination of services with the leader's consent.
- When you are providing information to medical personnel in the case of a medical emergency.
- When situations of abuse, neglect and domestic violence are identified.

As an employee it is your responsibility to safeguard a Leader's personal and healthy information by doing the following:

Caregivers must ensure the following:

- Protection of the information in the leader journal. A leader must provide consent for a doctor, family member, friend or third party to review the leader journal. It must be safely stored before leaving the Leader's residence.
- No discussion of a Leader's health information with medical staff during doctor's office visits or hospital visits. All communication regarding the general health of the leader should be addressed by the Leader's family or legally designated agent.
- Discussion of a Leader's personal health with fellow employees only when it is relevant to providing care.
- Confidentiality of additional health information that does not affect the care of a leader.
- No discussion of any personal details of a leader where they may be overheard by others or the general public.

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021