

Little Sisters of the Poor

PRIVACY NOTICE STATEMENT FOR RESIDENTS

General Data Protection Regulations: What it means for you.

The Little Sisters of the Poor make protecting of your Personal Data a high priority, taking all appropriate measures to ensure your rights and data are protected. The statement below sets out what information we may keep on you, why we need it and how it is used, stored and destroyed when no longer required. We also set out contact details should you want further information or have any concerns.

Purpose of Holding Information

Information (data) about you is required to enable us to understand and assess your individual needs and preferences and to assist us to provide the full range of nursing and care services you require.

The information we collect and process is required to:

- Manage our contract for care with you
- Comply with our Legal Obligations e.g. under the Fair Deal (NHSS Act 2009) or HIQA (Health Act 2007)
- Look after your Vital Interests in the event of an emergency
- Carry out our legitimate interests in managing and running the nursing home

Information Held

In order for us to administer your contract for care and to comply with our statutory responsibilities under the law the type of information we hold about you includes

- Contract for Care
- Assessments (These may include the initial Pre-admission Assessment Form; a copy of the 'Fair Deal' Care Needs Assessment; Dependency Assessments; Individual Assessments on specific needs, e.g. cognition, mobility, nutritional assessments, etc)
- Care Plans
- Daily progress notes which outline information about your day-to-day care
- Decisions by you about your choices not to receive certain care
- Emergency contact information (including Next of Kin or other persons nominated by you)
- Entry in the Directory of Residents which includes specific information about you, your Next of Kin (or other appointed person), your GP, details about your admission or any temporary absence
- Financial information in relation to your care (e.g. 'Fair Deal' contribution) and any additional fees payable under the contract of care, etc.

- Medical Records (on admission and ongoing)
- Notification forms that we are required to send to HIQA
- Prescriptions and Medication Administration Records (including any medication errors or reactions you may have had to individual medicines)
- Records about your future wishes (e.g. advanced care plans; Do Not Attempt Resuscitation Orders; End of Life wishes)
- Records of any furniture or valuables you may have brought into the nursing home or deposited for safe-keeping
- Records of any visitors to the nursing home for you
- Referral Forms (to and from Allied Health Professionals e.g. hospitals, physiotherapists, dietitians, etc.)
- Risk assessments (e.g. risks relating to your evacuation from the centre if there is a fire; smoking risk assessments; your risk of falls; etc.)
- A photograph
- A record of any accidents or incidents
- A record of any complaints raised by or about you
- Any correspondence to or about you
- Information regarding special dietary needs of some residents is displayed in the unit kitchenettes to ensure that meals are safe for residents to consume.

In addition, we may record images of you on CCTV.

[Access to Information](#)

In order for us to provide you with the care you need, it may be necessary for us to liaise with a range of different health professionals and care services and therefore we will need to disclose specific information about you to third parties as highlighted above or where we are legally obliged to by HIQA. We will take all reasonable measures to ensure that your privacy and dignity is protected at all times during this process and will highlight to you if there are any exceptional instances where your information may have been compromised.

Access to information contained in your personal health record or other files relating to you, will only be by appropriate people in the nursing home, such as nursing and care staff. Some statutory bodies such as HIQA have a legal basis to inspect information contained in your records and the nursing home must make this information available to them. The nursing home may provide some of the information contained in your personnel file to third party such as the company that manages our care record system. Some of this information may be stored on a cloud storage system and when this takes place your information will be protected with a Data Processing Agreement with the cloud storage provider.

Updating your Information

If at any stage there are changes to the information you have provided (e.g. Next Of Kin contact details) please notify the unit sister / Director of Nursing of these changes.

Retention of Information

By law, all information about you is required to be held by us during the time you reside with us and for a period of seven years after you leave the nursing home, after which it will be destroyed. All paper records are destroyed using certified secure onsite shredding. Electronic records are destroyed by comprehensive electronic deletion.

Your Rights in Relation to your Personal Data

You have certain rights in relation to your personal data. You have the right to; access and rectification or erasure of your personal data; restrict processing, object to processing and; in certain circumstances the right to data portability.

If you would like to see the information held on you by our Nursing Home or receive a copy of your personal data please make a Subject Access Request by writing to the Director of Nursing.

Should you not be satisfied with our response to your concerns or believe that we have not complied with our data protection obligations you may lodge a complaint with the **Office of the Data Protection Commissioner**

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