

## DOs and DON'Ts

### DO:

- Uphold CCDHB privacy and security procedures and policies
- Protect your user ID and passwords
- Make sure areas where health information is stored are secure. Lock filing cabinets and unattended rooms.
- Position your work station to prevent casual viewing of confidential information
- When you leave your chair, log out of your computer or use a password protected screen saver
- Keep whiteboards which show patient details away from public areas
- Discuss any security or privacy issues, problems or concerns with your manager or the Privacy Officer
- When faxing, phone before you send it to make sure it's picked up immediately
- Programme fax machines with frequently dialled numbers to minimise the risk of incorrect dialing
- Cover all patient files during transit

### DON'T:

- Share or reveal your password to others
- Look up health information about your family or friends or even yourself, without going through the proper procedures
- Access, use or disclose information outside of what is required to perform your job
- Collect or discuss patient information in public areas
- Send confidential information via email

## Monitoring

CCDHB monitors all access to information systems and computers.

**If you breach DHB policies, you can have your access to health information taken away. Disciplinary and legal action will be taken against you.**

## Resources

Privacy Act 1993 - available at [www.legislation.govt.nz](http://www.legislation.govt.nz)

Health Information Privacy Code (HIPC) 1994 - available at [www.privacy.org.nz](http://www.privacy.org.nz)

Privacy Policies - available on CapitalDoc

- Health Information Privacy
- Confidentiality
- Disclosure of Information to Police
- Internet use
- Security Access Agreement
- Disciplinary policy
- Use of email and texting
- Electronic portable devices that share information

Codes of professional conduct CCDHB Code of Conduct

Public Records Act 2005 - available at [www.archives.govt.nz](http://www.archives.govt.nz)

## Patient Information Services

**For patient enquiries and requests for file copies**

Phone ext 82637, fax 5812

## Privacy Officer

**For staff and patient enquiries, education and complaints**

Phone ext 82252, fax 5908

# The Health Information Privacy Code (HIPC)

A guide for CCDHB employees

