

Information collected about Hospice patients

This appendix is intended to let you know how and why we use information collected about patients and patient representatives. Please read this notice carefully. We may update this notice from time to time.

1. Who we are

Information on Hospice Malta can be obtained from: <https://hospicemalta.org/about/>

2. What data do we collect?

Personal data we collect may include one or more of the following:

- Patient details, such as Name, address, telephone number, email address
- Patient Health Care Records (electronic or paper) with consent
- Patient GP details (plus other involved health care professionals)
- Patient's relatives/significant others who are involved in the care of the patient (with consent), such as Name, address, telephone number and email address

3. How do we use the data we collect about you?

We use your personal data for the following purposes:

- Information relating to diagnosis, treatment and care will be shared by Hospice's professional Interdisciplinary team to ensure continuity of care
- Information related to a service which is being provided to relatives/significant others will be shared by Hospice's professional Interdisciplinary team to ensure continuity of care
- To give advice regarding the care of the patient, significant other who are involved in the care of the patient. This is always done with the consent of the patient and only necessary information is divulged.
- Consent is also obtained when information needs to be divulged to third parties such as Hospitals, other agencies and organisations. This is always in relation to the service being provided to either the patient/ relatives/significant others.

Data disclosure may be required by law, for example to government bodies and law enforcement agencies. Hospice does not share data for marketing purposes. Patient/relatives/significant others consent is obtained if data is requested for educational/research purposes.

4. How do we protect and keep your data?

We have security procedures and technical measures to protect your data. Your data will be kept in a secure environment with access restricted on a need to know basis. We don't keep your data for longer than is necessary (as noted in the privacy policy). Hospice Malta has appointed a Data Protection Officer who is responsible for all matters concerning data and its securities.

5. What rights do you have over your personal data?

Under the General Data Protection Regulation, you have the right to:

- Request in writing for a copy of your personal data which we hold about you
- Request in writing to amend any personal data if it is found to be inaccurate
- Request in writing so that personal data is erased
- withdraw consent to the processing of your information at any time
- withdraw consent for sharing information with third party
- inform Hospice that you do not wish any details to be discussed with your next of kin/significant others

To do any of the above, please contact Hospice Malta using the following contact details:

The Data Protection Officer
Hospice Malta, St. Michael Hospice, Triq Adelaide Cini, Santa Venera
Email: info@hospicemalta.org
Tel: 21440085