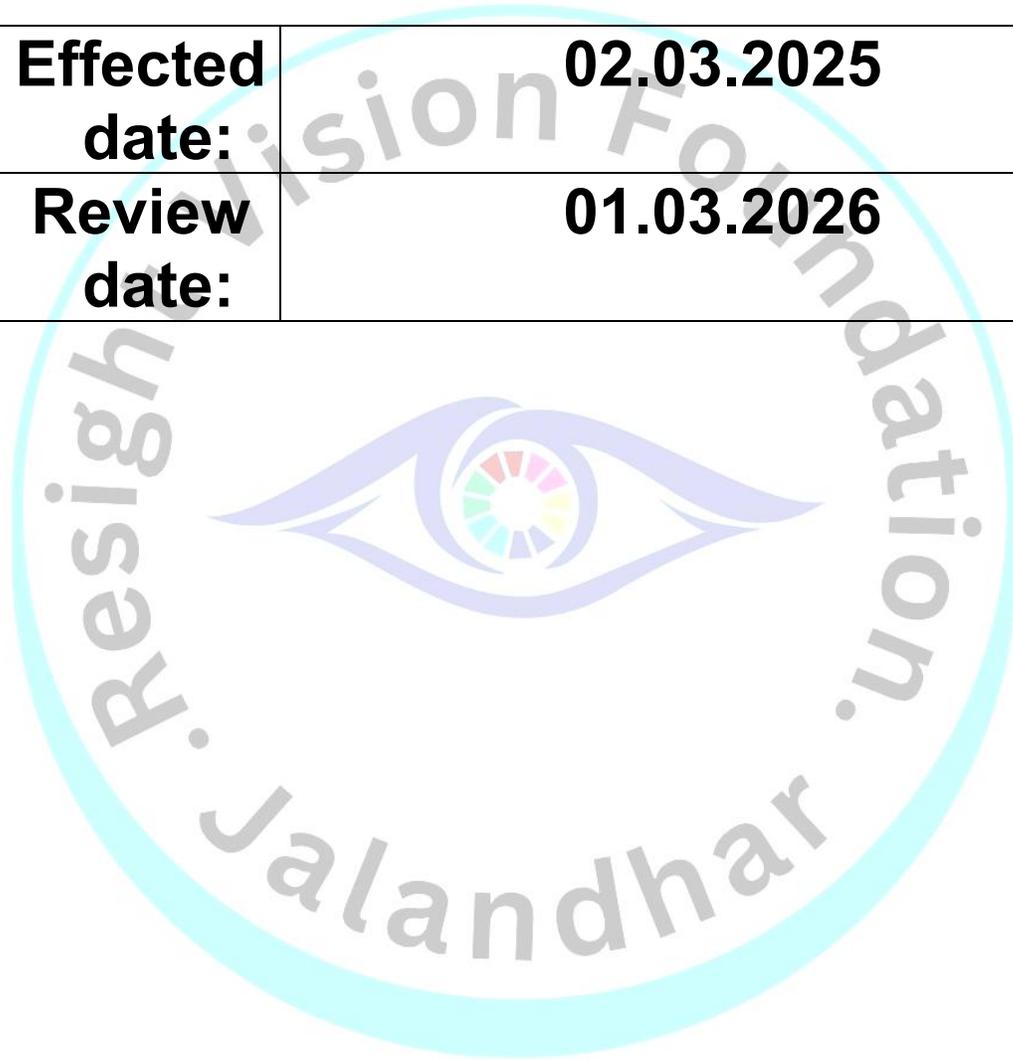


RESIGHT VISION FOUNDATION

JALANDHAR

DATA CONFIDENTIALITY POLICY

Effectuated date:	02.03.2025
Review date:	01.03.2026



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1. Purpose

To protect the personal and medical information of patients, staff, and others who share their data with us. This policy explains how we keep all information private, secure, and used only for the right reasons.

2. Scope

This policy applies to:

- All hospital staff (doctors, nurses, optometrists, receptionists, technicians, housekeeping, admin)
- Trainees, interns, visiting consultants, and volunteers
- Any person or company handling patient data (e.g., software vendors)

3. What is Confidential Data?

Confidential data includes:

- Patient name, address, contact number, Photo and ID proofs
- Medical records, prescriptions, test results, diagnosis, and surgical information
- Staff personal data (phone number, salary, etc.)
- Any passwords, login details, or access codes
- Any spoken, written, or electronic information that can identify someone

4. Responsibilities

a) All staff must:

- Never discuss patient details with anyone not involved in the patient's care
- Speak softly in OPDs, wards, or waiting areas to maintain privacy
- Keep records safe—paper records in locked drawers, digital data in password-protected systems
- Not share login credentials or passwords with anyone
- Use hospital-approved devices or systems to access records

b) IT and Management:

- Ensure secure backup and access controls
- Grant minimum necessary access to staff based on their role
- Maintain antivirus software, firewalls, and CCTV surveillance
- Ensure proper disposal of old records (shredding or deletion)

5. Sharing of Information

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We may share data:

- With the patient or their legal guardian
- With referring doctors (only necessary details)
- When required by law or court
- With insurance companies (only after written consent)
- With auditors or health authorities (anonymized if needed)

6. Consent from Patients

At the time of registration/admission, patients sign a consent form that:

- Authorizes us to collect and store their data
- Allows us to use their data for treatment and hospital operations
- Assures them their data will not be misused

7. Breach of Confidentiality

Any staff member who:

- Shares data without permission
 - Accesses data without need
 - Loses or damages confidential data
- Will face strict action, including warning, suspension, or termination.

8. Patient Rights

Patients have the right to:

- Ask what data we store about them
- Ask for corrections in wrong records
- Ask us not to share their information (except in legal or emergency situations)

9. Training and Awareness

- All staff will receive training during joining and refresher courses every year
- Confidentiality signs and reminders are displayed in work areas
- Any doubts about data handling should be reported to the Hospital Administrator

10. Record Keeping and Storage

- Paper files: Kept in secure cupboards/rooms, access only to authorized staff
- Digital records: Stored on secured hospital software with restricted access
- Old records: Retained for legally required time and then properly destroyed

11. Confidentiality in Electronic Communication

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- Patient data must not be shared on personal WhatsApp, Gmail, or other unsecured platforms
- Always use official hospital systems or emails
- Do not leave screens with patient data unattended.

