



Privacy & Confidentiality

NYCH collects and uses personal information to fulfil obligations as an employer and as a health service provider. The service is committed to ensuring the confidentiality and privacy of information related to clients, staff and volunteers of the service.

Staff will only collect information that is necessary for the delivery of services provided by the organisation. This information will only be used and disclosed for the purpose for which it was collected unless consent is obtained, except in the case of legal or emergency situations.

NYCH understands and promotes an open policy of providing clients with a straightforward means to access their information and recognises that access is essential to the overall care of individuals.

All clients presenting to NYCH will be provided with information about the use of their personal information, who will have access to this information and their right of access and correction via the leaflet Your Information – It's Private. This information will be available in community languages.

Legally Required Disclosures

The Service is required via relevant Acts and Regulations (such as [Health Services Act 1988](#), [Health \(Infectious Diseases\) Regulations 2001](#) or [Mental Health Act 1986](#)) to disclose information to registries and databases maintained by the Department of Health (DH) and other organisations. An example of this is a notifiable Infectious Disease.

The Service may also be required to disclose information in connection with a judicial function of Courts or Tribunals in relation to legal proceedings e.g., when information is subpoenaed.

Other than in the circumstances outlined above, disclosure without consent is only permitted to lessen or prevent:

- Serious imminent threat to a person's life, health or safety; or
- Serious threat to public health or safety