

Dear Sir/Madam,

In addition to welcoming you, the San Gerardo Hospital would like to inform you that the current regulations regarding privacy (d.lgs. 196/03) require your consent for us to use your personal details.

#### WHAT ARE YOUR PERSONAL DETAILS?

Personal details refers to all the personal and health information regarding yourself (for example name, surname, address etc..).

#### WHY DOES THE SAN GERARDO HOSPITAL ASK ITS PATIENTS FOR THEIR PERSONAL DETAILS?

Both the doctors and the staff at the San Gerardo Hospital need patients' personal details firstly in order to provide the health care requested, and secondly for all the related activities (for example, administrative tasks, managing procedures and treatment etc.)

It may be that some personal details, supplied anonymously (that is, impossible to trace back to the person that they refer to) may be used for research, epidemiological statistics and training purposes.

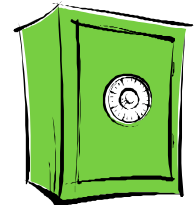
#### HOW ARE PATIENTS' PERSONAL DETAILS STORED AND WHO CAN ACCESS THEM?



Your personal details will be stored by the San Gerardo Hospital either in paper or electronic format. They will be protected by security measures able to guarantee that only authorised personnel will be allowed to access them.

In addition, they will only be used in accordance with the current legal regulations and in full respect of the ethics of professional confidentiality, by which all the San Gerardo Hospital staff are bound.

Your details may also be supplied (only when strictly necessary), to other users involved in treatment procedures (e.g. analysis laboratory technicians, doctors from other health centres asked for further verification etc.) In such cases, these people will be listed as having responsibility for data treatment; that is, they can only use your personal details in accordance with the instructions given to them by the San Gerardo Hospital.



Therefore there is no possibility that your data may be transmitted or communicated in an illegal manner or in any way unless authorised by yourself.

We would also like to inform you that the permission you have granted the San Gerardo Hospital will allow it to insert the health information regarding your treatment into your Electronic Health Record (Fascicolo Sanitario Elettronico [FSE]). You will be able to request that this data is made available in "restricted" format, so that your permission is required every time the data is needed. This permission can be provided by using your CRS card and entering your PIN.

Finally, we would like to inform you that both communication with your family doctor regarding your treatment, and the use of your health information by means of your Electronic Health Record FSE will only be allowed with your express permission, as required and specifically laid out in the "Treatment of personal information in the CRS-SISS- context Information leaflet ex art. 76 D. L.gs. n. 196/2003" document that the Lombardy Region has supplied and widely distributed.

#### THE SAN GERARDO HOSPITAL WOULD ALSO LIKE TO REMIND YOU THAT...

... You always have the right:

- to know what information is being used;
- to know how the information is being used and for what purpose;



- to know who has the task of storing and protecting the information;
- to know who the information will be passed to and who will get to know it;
- to ask for an update, correction or integration of your information;
- to request the removal of information (in cases where the information does not legally need to be kept), the transfer of information into anonymous format, the blocking of information used in an illegal manner as well as any other reason for opposing the use of this data.

In case you decide you wish to exercise one or more of the rights listed above, please get in touch with the Manager of the Public Relations Office at the San Gerardo Hospital, who can be contacted at the main office (via Pergolesi 33 in Monza - tel. 0392332225).

For other information regarding the use of your personal information you can also contact the managerial staff at the Operating Units (these are listed on the [www.hsgerardo.org](http://www.hsgerardo.org) website), and have been nominated by the Hospital as having responsibility for data management and usage.

The body responsible for information and data management is the S. Gerardo Hospital Agency, via Pergolesi n. 33, 20900 Monza (MB).

The Management