

**PERSONAL DATA PROTECTION: INFORMATION NOTE FOR THE PEOPLE CONCERNED**  
**In accordance with Art. 13 of Legislative Decree no. 196 – 30 June, 2003 “Personal Data Protection Code”**

Dear Sir/Madam,

Article 13 of the Legislative Decree no. 196 - June 30, 2003, prescribes that the person concerned (in other words the individual whom personal data refer to) must receive adequate information regarding the processing of his personal data (e.g. name, address, fiscal code, health insurance card, contact number, etc) and his confidential information (e.g. information concerning health condition).

**1) PURPOSE OF PERSONAL DATA PROCESSING**

Giannina Gaslini Children's Hospital handles personal and confidential information of Italian citizens enrolled in the National Health Service as well as international patients, for institutional purposes, such as the disease prevention, diagnosis, care and rehabilitation, while delivering specialized medical treatments (including telemedicine consultation services) in the form of hospitalization or ambulatory care, and also while performing all administrative procedures and activities related to health care control, evaluation and management. With the explicit consent of data subject, personal data may be processed for the purpose of delivery of advertising material, direct sale, commercial communication, market-oriented and socio-economic researches, as well as for statistical analysis aimed at tracking patients behavior and interests, in order to target the marketing of Giannina Gaslini Children's Hospital or third party's products/services.

**2) METHODS OF PERSONAL DATA PROCESSING**

Personal data processing means any form of personal and sensitive data management (from data collection to data recording, preservation, consultation, processing, communication, etc), both in paper as well as in electronic format, or in any other form (video, images, biological samples, etc)

Your data will be handled in a correct, legitimate and transparent way, by Gaslini Children's Hospital staff members, who have been specifically identified as the subjects in charge of, or designated for, data processing, according to their respective duties, including physicians or residents, researchers, interns, trainees. Besides, data will be processed subject to the restrictions provided by the General Authorizations of the Privacy Guarantor in force.

Your data will be stored as long as necessary to fulfill legal obligations, or for an unlimited period of time in the case of medical records and x-ray results. Your data will be stored in hardcopy or electronic archives, duly controlled, so as to guarantee that only authorized people can access the data and in order to avoid accidental data loss.

Giannina Gaslini Children's Hospital offers, among others, a facultative service for obtaining online laboratory and x-ray records (depending on the typology of the records). For this specific service, you will receive from the Hospital dedicated information, together with a release form, during your admission to the selected service.

With your authorization, it will be possible to form an Electronic Medical Record (EMR). The EMR is an electronic data collection tool, gathering all the medical treatments that you have done within all G. Gaslini Hospital services/units. The EMR, which contains information on your health condition that provide evidence of your medical history, is accessible only with your authorization and exclusively within this Hospital. The use of EMR for medical data processing aims at improving the prevention, diagnosis, care and rehabilitation processes and allows the Hospital medical staff, who from time to time take care of the patient, to check the information produced across the entire healthcare facility, and not only those produced within the single units. The EMR, therefore, provides a picture as much complete as possible of the patient medical information, by offering to the medical staff the key elements for evaluating the clinical condition of the patient, in terms of prevention, diagnosis, care, rehabilitation. The EMR can only be accessed by the entitled staff of the Hospital – after a specific procedure of authentication – for the purposes of the care program and complying with the aims mentioned in the previous paragraph. The data subject (natural person) may even requests the update, amendment, integration of his personal data processed by EMR or can also requests the temporary hiding of his data. The data stored in the medical record will be handled in compliance with the rules set out in the Legislative Decree 196/2003.

**3) RELEASE OF PERSONAL DATA**

The release of personal data is discretionary; however, any refuse to provide those data which are considered necessary for the service or treatment implementation may result in a obstacle or inability to provide the same services or treatments for which you have addressed the Hospital.

**4) COMMUNICATION OF PERSONAL DATA**

Those data deemed appropriate for defining your health condition, may be disclosed, upon your authorization, to your family doctor, to your close relatives and/or to the persons that you have explicitly identified.

Limited to some specific hospital services, and should it be authorized, your data may be used to send you the medical report by e-mail, to the e-mail address that you have put on the release form and that you have provided to the hospital staff during the admission. Except what stated above, your sensitive information will not be disclosed, while your personal data may be disclosed to third parties only upon your explicit consent and in any case within the bounds of the purposes listed in Chapter 1 of this Information sheet.

**LEGISLATIVE DECREE 196-2003 – ART. 7 THE RIGHTS OF DATA SUBJECTS**

1. The data subject has the right to obtain confirmation of the existence of his personal data, even if not yet recorded, and their communication in a comprehensible form.
2. The data subject has the right to obtain information on:
  - a) the source of personal data
  - b) the aims and methods of treatment
  - c) the reasoning applied in case of data processing by means of electronic devices
  - d) the identity of data controller, data managers and of the representative appointed in accordance with article 5, paragraph 2
  - e) the subject or categories of persons to whom data can be disclosed or those who can learn about them as representative, managers or agents appointed within the State boundary.
3. The data subject has the right to obtain:
  - a) the update, amendment or, if he wishes to, the integration of data
  - b) the cancellation, anonymization or block of those data that have been processed illegitimately, including data that do not need to be kept with regard to the aims of data collection or of data processing
  - c) confirmation that the procedures quoted in paragraph a) and b) have been notified - with regard to their content - to those who accessed data, unless this fulfillment proves to be impossible or to require a disproportionate effort compared to the rights of data subject.
4. The data subject has the right to refuse, in whole or in part:
  - a) for legitimate reasons, the processing of his personal data, although relevant to the aim of data collection
  - b) the processing of his personal data for the purposes of sending advertising materials or direct sales, or for carrying out market researches or commercial communication
5. The data subject may contact the General and Legal Affairs Department of the Hospital (by phone at +3901056362200, by e-mail at [privacy@ospedale-gaslini.ge.it](mailto:privacy@ospedale-gaslini.ge.it), by mail at Istituto Giannina Gaslini - Via G. Gaslini 5 – 16147 Genova), for any doubt or clarification, as well as for requesting an updated list of the categories of subjects that use to receive the patient data, or the list of Data Controllers.