

24 May 2018

1 CONTROLLER

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2 PERSON RESPONSIBLE FOR MATTERS RELATED TO THE DATA FILE

Data Protection Officer Satu Myllys
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3 NAME OF THE DATA FILE

Patient register

4 PURPOSE OF THE DATA FILE

The data file is used for arranging the patient's treatment.

5 LEGAL GROUNDS OF PROCESSING

The reason for processing personal data is the implementation of a contract. Additionally, the processing of the data is based on the acts and decrees pertaining to the treatment and examination of a patient: Health Care Act, Act on the Electronic Processing of Client Data in Social and Health Care, Act on Specialised Medical Care, Mental Health Act, Personal Data Act, Archives Act, Act and Decree on Health Care Professionals, Act on the Status and Rights of Patients, Decree of the Ministry of Social Affairs and Health on Patient Documents

6 DATA CONTENT OF THE FILE

The patient register contains various types of information related to the examination of the patient and the planning and execution of treatment, such as name and personal identity code, municipality of residence, address, telephone number, the contact person assigned by the patient, contact details of the custodian of a minor or the patient's legal representative where necessary, and the patient's mother tongue/language of service.

Additionally, information about the appointment entries and remarks made by healthcare professionals who participated in the patient's treatment are recorded in the file.

7 DATA PROTECTION

The data contained in the patient register is stored in a data system in which only specifically authorised individuals have access and only insofar as this is necessary for the patient's treatment.

8 REGULAR SOURCES OF DATA

The patient, the patient's guardian, the patient's legal representative or next-of-kin.
Nursing staff and healthcare professionals.

With the patient's consent, data can also be obtained from other healthcare units or professionals.

9 DATA DISCLOSURES AND INTERNATIONAL TRANSFERS

No data will be disclosed from the register to any third parties or outside of the EU/EEA.

10 RIGHT OF ACCESS AND REALISATION OF THE RIGHT OF ACCESS

Each data subject is entitled to have access to the data concerning him or her or obtain information on whether the file contains any such data. This right may only be derogated from for a special reason.

The access request must be presented to the person responsible for the file. The data will be provided for review within four week of the request.

Any errors noted in the file will be corrected on our own initiative in connection with the customary maintenance procedure in accordance with the instructions given in the unit concerned.

In response to a written request made by the data subject, the data contained in the file can be rectified, erased or supplemented in accordance with the patient document guidelines. If the request for correction is refused, the data subject will be issued with a written certificate to this effect.

11 TECHNICAL AND COMPANY SECURITY MEASURES

The data contained in the file has been appropriately protected with restricted user rights and user credentials. A process description relating to the data file has been prepared, defining the procedure to be complied with in the event of data security breaches.

12 DATA RETENTION TIME

The retention times of the data contained in the file are based on the Decree of the Ministry of Social Affairs and Health on Patient Documents.