

Dear colleagues, please be reminded of all these:

## Data Access Principles



1. Purpose of Access
  - Patient under care
  - Organizational need-to-know
2. Keep the account to yourself, do NOT share account
3. ONLY access to information that is sufficient to carry out your duty
4. Keep the accessed data confidential
5. Access the data in a secured environment
6. Log off after use
7. All access are logged and subjected to audit
8. Breach of confidentiality is subject to disciplinary action/would be reported to the Police

親愛的同事, 請注意下列守則:

## 資料數據使用守則



1. 使用的目的
  - 病人正接受治療護理
  - 有關機構需得悉相關的資料
2. 電腦帳戶為個人擁有，故切勿共用
3. 只可提取履行工作所需的資料
4. 要把所得的資料數據保密
5. 在保密的情況下提取資料數據
6. 使用後請立即登出電腦帳戶
7. 每次使用均被記錄及受到審查
8. 違反保密條例者會遭受紀律處分或交予警方辦理