

# Appendix 4 – Pro Forma Privacy notices

These pro forma notices are examples only, and if necessary, may be adapted to local needs in consultation with the Privacy Contact Officer for your health service with the Privacy Contact Officer for your health service (see Section 6.2 for details).

## A4.1 Fax cover sheet

(Reference: Section 9.2.3.2.)

### Privacy notice:

The information contained in this fax message is intended for the named addressee only. If you are not the intended recipient you must not copy, distribute, take any action reliant on, or disclose any details of the information in this fax to any other person or organisation. If you have received this fax in error please notify us immediately.

## A4.2 General privacy notice (eg. for use in emails and other electronic transmissions)

(Reference: Section 9.2.4.5.)

### Privacy notice:

If you are not the intended recipient you must not use, disclose, copy or distribute this communication. If you believe you have received this message in error please ensure you delete it and notify the sender.

## A4.3 Health records

(Reference: Section 15.13)

### Privacy notice:

This is a confidential health record.

Do not access, read or remove this health record from this facility unless authorisation is given.

## A4.4 Patient charts/ End of patient bed

(Reference: Section 9.2.1)

### CONFIDENTIAL INFORMATION

This is a confidential health record.

Do not access, read or remove this health record unless you are authorised.

Patients, relatives and visitors must speak to a staff member if they wish to view any part of the patient health record.