

Commitment to confidentiality and data security

1 Purpose of the commitment

HUS Helsinki University Hospital is responsible for the most demanding specialised medical care in Finland. Ensuring the data protection of patients and personnel as well as other information security is crucial for HUS, and participation of each employee and partner is important. The purpose of this commitment is to guide the provider of the commitment in the processing of patient data and other personal data and in other tasks, while respecting privacy and in accordance with legislation and HUS's data security policy.

2 Confidential information

In this commitment, confidential information refers to **patient and personal data** as well as **information prescribed as secret in the law**. For example, under the Act on the Status and Rights of Patients (785/1992), the information contained by patient documents is confidential; the same applies to, e.g. private and a public corporation's business secrets and information on security arrangements according to the Act on the Openness of Government Activities (621/1999).

3 Use of confidential information

The provider of the commitment **shall use confidential information only for the purpose specified in his or her duties or separately agreed upon with HUS**, and only to the extent required by the purpose.

4 Secrecy obligation

The provider of the commitment **shall keep confidential information secret** and shall not disclose or otherwise reveal it to third parties. Third parties shall include any individuals working for and on behalf of HUS and a company providing services to HUS who, based on their work duties, do not need access to the confidential information.

The secrecy obligation is valid **permanently**, i.e. the secrecy obligation does not end, for example, at the end of an employment relationship or an assignment. However, if confidential information becomes public at a later date, the secrecy obligation ends with regard to the information that has become public.

5 Obligation to notify

The provider of the commitment shall, without undue delay, report any circumstances that endanger data security to his or her supervisor or other party to whom the matter belongs.

6 Handling of documents and records

The provider of the commitment shall handle documents and records containing confidential information carefully and with adequate data security. Without HUS's permission, the provider of the commitment shall not take documents or records away from the premises where they are mainly processed or stored, unless specifically required by his or her work duties. The provider of the commitment shall, for his or her part, ensure that the documents and records are returned to HUS or disposed of in a separately agreed manner after the intended use has ended.

7 Information systems and data connections

The provider of the commitment shall use HUS's information systems and data connections only for the purpose specified in their work duties or separately agreed upon, and in compliance with the instructions given on them. **In particular, viewing and processing patient data and other confidential information contained in information systems without a purpose according to the work duties is prohibited.** It is also forbidden, for example, to seek to increase access and management rights to information systems or to investigate the structure and details of the information system and telecommunications infrastructure without a reason specifically related to the work duties.

In addition to other instructions, the provider of the commitment takes into account, among other things, that

- personal passwords and other authentication tools are not given to others to know or possess
- patient data and other confidential information, in particular, are only processed as instructed by HUS
- if a workstation remains unattended, the workstation is logged out or locked
- users' activity produces log data that is monitored by HUS in compliance with the obligations laid down in legislation.

8 Compliance with legislation

The provider of the commitment shall comply with Finnish and European Union legislation on data protection, data security and confidentiality, such as the General Data Protection Regulation (EU) 2016/679. The provider of the commitment is aware that violations are addressed and that they may result in sanctions under labour, tort liability and criminal law.

I have read this commitment and I undertake to comply with it.

Place and date	HUS unit or external company/organisation
Signature and name in print	