

## Code for the protection of personal data (Versie 3)

### Onderwerp

This code regards the storage and processing of personal data within LUMC and the use of devices for storing and processing these data.

*One example of the storage and processing of data is that all patients' medical details are recorded in the medical and care record and assembled in computers and used to facilitate proper treatment for the patient. But data is also stored and processed by the personnel administration department and the accounts department.*

*Devices include, for example, computers and Smartphones, but also entire facilities fall under this term such as internet and e-mail.*

The object of this code is to establish rules for protecting the privacy of those persons whose personal data are or will be stored or processed in the LUMC

### Toepassingsgebied

LUMC

### Procedure

#### Basic rules

**1. Observe confidentiality!**

All persons who, in the course of performing their office or work, acquire knowledge of personal data or of other data in relation to which they should understand that these need protection, are required to observe confidentiality with regard to these data.

**2. Don't give unauthorized persons a chance!**

All persons who, in the course of performing their office or work in the LUMC, have personal data at their disposal, which, when disclosed by unauthorised persons, can damage personal privacy, should ensure that unauthorized persons are not given the chance to acquire these data.

**3. Remember the purpose!**

All persons who, in the course of performing their office or work and after having received permission, make use of possibilities provided by or for the LUMC to work with personal data may not use these personal data for purposes other than the purpose in respect of which these personal data have been provided or collected.

**4. Be alert and careful!**

All persons who make use of devices for the processing of personal data (such as screens, laptops, USB sticks) but also paper medical records, outpatient clinic-lists, results etc. for the LUMC should handle these with care and where needed take measures to ensure that

unauthorized persons cannot acquire knowledge of the data being processed using these devices or on these papers.