

General Conditions for Access to Health Connect South

In the course of our business relationship with Canterbury District Health Board (CDHB), we

……………………………………………………………………………………………………………………

(Organisation)

…………………………………………………………………………………………………………………….

(Address)

will require access to Health Connect South (HCS) and associated systems.

We request such access, and acknowledge that our organisation, and all staff and contractors employed by us, will abide by the following requirements:

 Each Individual requiring access must be authorised by completing the **Request for** **Access to Health Connect South (HCS) and associated systems document**

 Unauthorised use of information, or access by unauthorised persons is prohibited

 User ID’s, passwords, access methods, and network connections are confidential and must be used solely for the purpose for which they were provided

 We will, at all times, secure and protect user IDs, passwords, access methods (including two-factor authentication, and network connections provided.

 All organisational and patient related information is confidential and must not be accessed,

used, modified or disclosed without the authority of CDHB

 In the event of any known or suspected security breach or exposure, we will promptly notify CDHB

 We will promptly notify CDHB if authorised staff, contractors or our organisation, no longer require access to CDHB facilities

 At the conclusion of our business relationship with CDHB, all methods and connections used to gain access to Health Connect South will be promptly disabled and removed from our computer system/s

* We understand that information security is a serious concern to CDHB and that failure to comply with the above requirements will result in access to HCS being forfeited.

For Organisations:

We will nominate a senior person within our organisation to act as our security representative. Such person is authorised to check and approve requests for access to Health Connect South and associated systems, and to represent the organisation in communications regarding access and security issues.

Nominated security representative: ………………………………………………………………………………

Signed on behalf of: ……………………………………………………………………………………………………….

(Organisation)

Name:…………………………………………………………….. Signature:………………………………..…………………

Title:……………………………………………………………………….. Date:…………………………………………………