



Patient information letter

The Clínica Universidad de Navarra (CUN) appreciates the trust you have placed in its Centre and professionals by entrusting us with your health care.

In order to develop this task and for the necessary management of our Centre, as well as in compliance with Organic Law 15/1999 of December 13 concerning the Protection of Personal Data, and with Foral Law of Navarre 11/2002; it is mandatory for us to collect and process your personal information with adequate software tools.

What data will be collected?

- Personal data: identity, age, address, telephone No., responsible relative, etc.
- Clinical data included in your medical history, obtained during your successive visits to this Centre.
- Data for the invoicing of your medical assistance.

For what purpose do we collect this data?

- In accordance with our commitment to ensure the confidentiality of your personal data, the Clínica Universidad de Navarra has the technical, organizational and human resource means to guarantee that only authorized personnel will have access to your data, and in all cases fully respecting your privacy.
- The personal data that we collect are necessary for us to adequately assist and contact you, the clinical data are mandatory to medically assist you and the economic data is required to manage the invoicing process. Likewise, we guarantee that the study of your clinical documentation for research and educational purposes is carried out by professionals that are bound to professional secrecy.
- You will be previously informed of any processing of your data other than for the above mentioned purposes and we will obtain your explicit consent in compliance with the terms established by the applicable regulations.
- If your assistance at CUN is to be covered by a public or private insurance company, CUN will exclusively provide the data required for the invoicing process, ensuring that these be the minimum necessary. If you are referred to us by a physician from a public or private healthcare centre other than CUN or if an independent physician will be responsible for your medical supervision, we will inform him/her of the medical assistance that we provided.
- We would also like to inform you that your data could be communicated to the competent Public Administration Bodies in compliance the legislation in force at any given time.

You can access, modify, oppose to and/or cancel the existing personal data included in our databases at all times by contacting the Clínica Universidad de Navarra as the person responsible for the file, and by sending us a signed request to Avda. Pío XII N° 36, postal code 31008, Patient Care Services, including the reference "Personal Data Protection".

In order to inform you of new developments, products, services and techniques that are being made in the health field, it is mandatory that you explicitly authorize said use of your personal information.

AUTHORIZATION FOR THE PROCESSING OF PERSONAL DATA

By signing this authorization, I declare that I have received clear and simple information concerning the collection and processing of my personal data, having read and understood the above mentioned terms and that I explicitly authorize the inclusion of my data in the files of the Clínica Universidad de Navarra. YES NO

I explicitly authorize CUN to send me any information about the Clinic regarding new developments, products, services and techniques that are being made in the health field by post, email or other electronic means. YES NO

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Patient _____ ID No. _____

Patient's Legal Representative

Mr./Ms. _____ ID No. _____