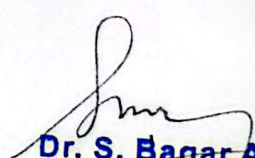


Document Type		Policy			
Title		Confidentiality Policy			
Campus		All Campuses			
Code		QEC/FJDC/POL/8.4			
Prepared by:		Reviewed by:		Approved by:	
 Signature		 Signature		 Dr. S. Baqar Askary Chairman Fatima Jinnah Dental College & Hospital Trust KARACHI Signature	
Name	Dr. Fahmeena	Name	Dr. S. Munawar Alam	Name	Dr. S. Baqar Askary
Designation	Manager QEC	Designation	HoD Biochemistry & Compliance Manager	Designation	Chairperson
Date	5-8-2024	Date	20-8-2024	Date	22-8-2024



Confidentiality Policy

QEC/FJDC/POL/8.4

Purpose

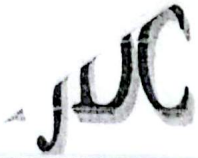
The purpose of this policy is to establish guidelines for the protection of information at Fatima Jinnah Dental College & Hospital. This policy ensures that students adhere to ethical and legal standards regarding privacy and confidentiality to keep patients data private. Student identities, personal information, fee payment plan, concession, medical records are to be kept private.

Scope

This policy applies to all dental students, faculty and staff of the Fatima Jinnah Dental College & Hospital. It covers the handling of student's data, faculty data, patient information acquired during clinical rotations, coursework, or any other activities.

Definitions

- **Personal Information:** Any information that can be used to identify an individual, including but not limited to:
 - Name
 - Date of birth
 - CNIC Number
 - Medical history
 - Treatment records (if applicable)
 - Insurance information (if any)
- **Confidentiality:** The obligation to keep students, employees (faculty/non-faculty), patient information private and secure.



FATIMA JINNAH DENTAL COLLEGE

Building No. AM-1/B, Block D, Bhattai Colony, Korangi Creek, KARACHI, PAKISTAN

Ph: 021-35111963-5 Fax: 021-35111964 Email - fjdc@fjdc.edu.pk

Website: <http://www.fjdc.edu.pk>

Policy Statement:

This policy ensures that all data are kept private and confidential at FJDC. The college believes all students, faculty and employees have the right to confidentiality to protect their interests and their data is secure with the college authorities. Any information shared with college will be kept private and confidential such as CNIC, address, contact information, email etc.

Description:

Responsibilities

• Students:

- Adhere to all federal, state, and local laws regarding patient confidentiality.
- Use patient information only for educational purposes and as authorized by the college.
- Protect patient information from unauthorized access, disclosure, or use.
- Notify a faculty member or administrator immediately if there is a suspected breach of confidentiality.

• Faculty and Staff:

- Faculty and staff to report to principal's office for any information breach.

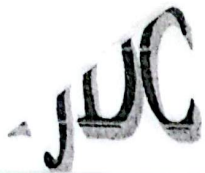
• Administration:

- Take appropriate action to address any violations of the policy.

FATIMA JINNAH DENTAL COLLEGE HOSPITAL

Street # 1, Building # 1, 100 Foot Road, Azam Town, Karachi

Ph: 35801741-42 Fax: 35889710



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Prohibited Activities

- **Sharing patient information:** Students may not share information with anyone outside of the college or with unauthorized individuals within the college.
- **Sharing student's information:** No one is allowed to share student's personal and private data. College reserves the rights to penalize anyone found guilty of the charge.
- **Unauthorized access:** Students may not access any other student's information that they are not authorized to view.
- **Using patient information for personal gain:** Students may not use patient information for any purpose other than educational or research purposes.

Consequences of Violations

- **Academic disciplinary action:** Students who violate this policy may be subject to academic disciplinary action, including but not limited to:
 - Warning
 - Suspension
 - Expulsion
- **Legal consequences:** In some cases, violations of this policy may result in legal consequences.

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Additional Considerations

- **Social Media:** Students must be aware of the risks of sharing information on social media and must avoid doing so. No student is allowed to make their own groups on social to represent the college. Use of college logo on unofficial social media groups is prohibited. Any such act will be taken seriously by the academic board and administration.
- FJDC's audit report, financial statements and budgets are not disclosed to the public but are discussed with the relevant boards and committees.
- **Breach of any data which is property of Fatima Jinnah Dental College will result in dire consequences.**