

Letter of Authorisation for Pharmacy Transactions

For medical care and social care – page 1 of 3

Give a health and care unit a Letter of Authorisation to conduct your pharmacy transactions

By filling in this form and submitting it to a pharmacy, you agree that the health and social care unit of your choice as your agent may:

- Order and pick up medicines or items I obtained with a doctor's prescription.
- Obtain an overview of my active prescriptions.

- Receive information about my current balance and start date in the high-cost threshold database.

The Letter of Authorisation may be passed on by the healthcare unit to any pharmacy. Take your proof of identity with you.

Who is the principal and who is the agent?

You can give another person the right to pick up your prescription medicines at a pharmacy by giving them a Letter of Authorisation for Pharmacy Transactions. The person giving the Letter of Authorisation is referred to as the "principal" (grantor) and the person who receives the Letter of Authorisation is referred to as the "agent" (authorised party pursuant to a Letter of Authorisation). It is the Health and Social Care unit that is your agent in this case.

As a principal, you need to fulfil the following preconditions:

- Have a Swedish personal identity (civil registration) number
- Be 18 years old or older.
- Do not have access to your personal details restricted.

In addition, the health and social care unit (the agent) needs to fulfil the following preconditions:

- Be registered with the Swedish eHealth Agency.
- Have employees authorised to use the Letter of Authorisation registered with the Swedish eHealth Agency.

Fill in your personal details and information about the health and social care unit on the form. Then hand it in to any pharmacy, which registers the Letter of Authorisation electronically. You must present your proof of identity when submitting the Letter of Authorisation. If staff at the health and social care unit submit the form, the staff will need to present both their own and your proof of identity.

Once the pharmacy has registered the Letter of Authorisation, it is valid at all pharmacies throughout Sweden.

The health and social care unit's (the agent's) information details

Name of the unit

Organisation ID ²

The Unit's ID ³

Period of Validity (The Letter of Authorisation may be valid for a maximum of four years)

Four years

Until (date)

The principal's personal details

First and last name

Swedish personal identity number yyyyymmdd-nnnn

The pharmacy's notations



Signature of the principal

By your signature, you confirm that you have read and understood the information on this form and agree that the agent will conduct your pharmacy transactions. A signature also means that you consent to that the Swedish eHealth Agency processes your personal data according to the information on the back of the form.

Signature

City and date

Name in block letters

The pharmacy's notations

Submitted by principal/agent yyyyymmdd-nnnn (ID PRN)

.....

Name of the pharmacy and city

Pharmacy ID (GLN code)

.....

.....

Note! If changes have been made to the form, it can only be used as a paper Letter of Authorisation at the pharmacy.

² Identity of the specified company (can be company registration number, Swedish personal identity number or VAT registration number).

³ ID of the care unit in the care unit register. Does not need to be filled in by the care unit. A local pharmacy can search for the unit's ID if necessary.

*Required fields

* Pharmacy's notations: Proof of identity verified.

Information for principals

Here you, as a principal, can read more about Letters of Authorisation for pharmacy transactions, what the registration of a Letter of Authorisation means and how the Swedish eHealth Agency processes your personal data.

Who has the right to use this Letter of Authorisation and for what purposes?

The Letter of Authorisation applies for the health and social care unit. The health and social care unit has notified the Swedish eHealth Agency which of its employees are authorised to use the Letter of Authorisation in a pharmacy; Information about who at the health and social care unit is authorised can be found in a separate register maintained by the public authority, which pharmacies can use to verify the authority of the employee.

The Letter of Authorisation gives the agent the right to represent and act on behalf of the principal for the purpose of:

- Order and pick up medicines or items the principal has obtained with a doctor's prescription.
- Obtain an overview of all of the principal's active prescriptions.
- Obtain information about the principal's current balance and start date in the high-cost threshold database.

The Letter of Authorisation may be used at all pharmacies throughout Sweden

This Letter of Authorisation may be used in all pharmacies throughout Sweden. The Letter of Authorisation is not limited to the pharmacy where it was submitted. The Letter of Authorisation is stored electronically at the Swedish eHealth Agency and will thus become available to all pharmacies in Sweden.

When does the validity of a Letter of Authorisation end?

The principal or the agent may cancel the Letter of Authorisation at any time, at any pharmacy. It will also be terminated if you withdraw your consent or if access to your personal details becomes restricted. All Letters of Authorisation are automatically cancelled when the period of validity expires.

The information is stored in the Letters of Authorisation Registry

When a pharmacy employee registers a Letter of Authorisation, the information is stored in the Letters of Authorisation Registry. The Swedish eHealth Agency is responsible for the information about the Letter of Authorisation in the Letters of Authorisation Registry. The public authority verifies that the personal data in the Registry is correct by checking the national civil status register (Swedish Population Register). The principal, by signing the form, agrees to the Swedish eHealth Agency's processing of personal data for each separate Letter of Authorisation.

This means that the consent is stored as soon as the pharmacy personnel registers it, and that the Letter of Authorisation can be used immediately.

Processing of your personal data

The information from the Letter of Authorisation that is stored includes:

- the principal's Swedish personal identity number
- name of the principal
- Information about the health and social care unit
- administrative information such as dates and registered pharmacies.

The Letter of Authorisation remains valid and is automatically cancelled at the end of four years, unless a shorter period of validity has been specified in the Letter of Authorisation. When the Letter of Authorisation is terminated, the date of termination, closing pharmacy, and reason for termination are also saved. The information is stored for 12 months after the Letter of Authorisation has been cancelled, for traceability and safety reasons.

The principal's consent is the Swedish eHealth Agency's legal basis for processing the personal data.

The purpose of the processing of personal data

The consent means that the Letter of Authorisation is saved and managed electronically. The purpose of this processing is to give the pharmacies and the Swedish eHealth Agency the possibility to check the agent's authority when using the Letter of Authorisation.

Give and withdraw consent

If you are a principal, your consent in writing is given on the Letter of Authorisation form that you or your agent submits at any pharmacy. The consent remains in effect for the duration of the validity of the Letter of Authorisation and you may withdraw your consent at any time by a personal visit to any pharmacy. The legality of the processing of personal data that took place prior to the withdrawal of consent is not affected.

Letter of Authorisation for Pharmacy Transactions

For medical care and social care – page 3 of 3

Privacy protections (security and confidentiality)

As a general rule, the personal data contained in the Swedish eHealth Agency's register is subject to confidentiality pursuant to the Swedish Public Access to Information and Secrecy Act. It may not be disclosed if there is a risk that you or those closely related to you will suffer harm.

However, the information may be disclosed to pharmacies, healthcare providers and certain public authorities when this is necessary for the performance of their tasks. These cases are governed by law. The data may be disclosed electronically and certain professions may have direct access to the data. There are also laws that govern the confidentiality of the information held by the recipients.

Both the Swedish eHealth Agency and pharmacies are only permitted to access your personal data when necessary for them to be able to perform their duties. Your identity may only be used as a search term for certain specified purposes according to the law, for example when registering information, dispense a prescription or to facilitate the use of medicines. Those who deal with personal data are aware of and bound by the rules concerning the confidentiality of your personal data. The Swedish eHealth Agency also retains external technology providers to provide registries and databases that process your personal data. The Swedish eHealth Agency then ensures that these providers take adequate safeguards to process your personal data in a safe and secure manner.

Your rights

The Swedish eHealth Agency is the data controller for the processing it performs with your personal data under the Swedish National Medication List Act (Lag om nationell läkemedelslista) and the EU General Data Protection Regulation (GDPR).

You have the right to request information without free if the Swedish eHealth Agency processes personal data about you and, if so, receive a copy of it – in the form of a register extract – together with certain additional information. We will, at your request or on our own initiative, correct or delete information that is incorrect or restrict the processing of such information. You have the right to object to the processing of your data. You also have the right, in certain cases, to receive your personal data in a machine-readable format or, if technically possible, to have the data transferred to a third party as you indicate.

If you are dissatisfied with our processing, you can file a complaint with the Swedish Authority for Privacy Protection (www.imy.se). You can also contact a supervisory authority where you live or work. If the processing has been carried out in violation of applicable laws, you may be entitled to compensation for damages.

Contact the E-hälsomyndigheten/Swedish eHealth Agency

The Swedish eHealth Agency has a designated Data Protection Officer, see contact details below.

If you have any questions about our personal data processing, you can always contact us. You can also visit our website: www.ehalsomyndigheten.se.

E-mail: registrator@ehalsomyndigheten.se or dataskyddsbud@ehalsomyndigheten.se

Address: Box 913, 391 29 Kalmar Södra Långgatan 60, Kalmar Sankt Eriksgatan 117, Stockholm
Telephone no.: 0771-766 200

If you have any questions about, for example, submission or registration of the form, please contact your local pharmacy or their customer service.