

Letter of Authorisation for Pharmacy Transactions

For private individuals – page 1 of 3

Providing another person a Letter of Authorisation to conduct your pharmacy transactions

By filling out this form and submitting it to a pharmacy, you agree that your agent is authorised to do the following on your behalf:

- Order and pick up medicines and/or items you have obtained with a doctor's prescription.

- Obtain an overview of all your active prescriptions.
- Obtain information about your current balance and start date in the high-cost threshold database.

*Submit the Letter of Authorisation to any pharmacy.
Bring your identification 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).

Both you as a principal and your agent 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.

On the form, fill in your and your agent's personal details. 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 the agent submits the form, both the agent's and the principal's identification documents must be presented.

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

The agent's personal details

First and last name

Swedish personal identity number yyyyymmdd-nnnn

The pharmacy's notations



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 Swedish personal identity

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 agent's signature

By your signature, you confirm that you have read and understood the information on this form and agree that the Swedish eHealth Agency may process your personal data in accordance with 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.

* Pharmacy's notations: Proof of identity verified.

Information for principals and agents

You can read here, as a principal and you as an agent, 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 gives the agent the right to represent and act on behalf of the principal for the purpose of:

- Order and collect medicines or items that the principal has obtained with a doctor's prescription.
- Obtain an overview of all the principal's active prescriptions.
- Obtain information about the principal's current balance and start date in 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 one of you withdraws your consent or has access to their personal details 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 an individual or 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). Both the principal and the agent, by signing the form, agree to the Swedish eHealth Agency's processing of personal data for each separate Letter of Authorisation.

This means that the consent of both are stored as soon as the pharmacy personnel registers them, 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 and the agent's Swedish personal identity number
- name of the principal and the agent
- 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 consent of the principal and the agent is the 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

Both you as a principal and you as an agent give your consent in writing on the Letter of Authorisation form that you submit 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, or digitally on the Läkemedelskollen/Medicine Check, e-service, or a pharmacy's website that offers this service. The legality of the processing of personal data that took place prior to the withdrawal of consent is not affected.

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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 may 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.