



Take Control of Confidential Information

ionMy gives you full control over who can access, view, and edit sensitive information, protecting privacy while ensuring compliance.

- Restrict access to individuals, roles, or organisational groups
- Decide who gets notified, and when
- Keep sensitive data safe and secure

The screenshot shows the ionMy dashboard interface. At the top, it says "Good Morning, Lynna Maya" and "Here's an overview of today's tasks". The dashboard is divided into several sections: "Actions" with 17 Total, 7 Open, 2 Overdue, and 8 Due Soon; "Replies" with 14 Since Yesterday; "Shortcut" with links for Incident/Injuries Register, Register, SIRS, Purchasing, and Company Documents; "Data Watch" with filters for All, Governance, and HR, and a date range of 2021-10-30 to 16:24:55; and a bottom section with "Compliance" (Infection 68), "Governance" (Complaints 29), and "HR" (Credentials 87). A large purple padlock with the ionMy logo is overlaid on the center of the dashboard.

Why Confidential Records Matter

-  **Confidentiality:** Ensure sensitive information is only seen by authorised staff
-  **Compliance:** Simplify reporting to regulators with secure, traceable data
-  **Efficiency:** Centralise confidential records in one secure system
-  **Security:** Audit trails and access controls give peace of mind

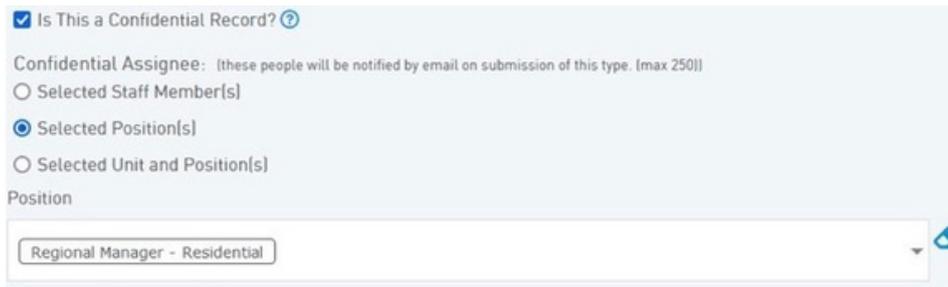
Confidential Record

Permissions

Alerts/Reports

Two Ways to Manage Confidentiality

- **Record-Level Confidentiality:** Assign visibility at the individual record level. Choose staff, roles, or units with access.
- **Category Tree Permissions:** Restrict access by category type for consistent control across groups.



Is This a Confidential Record? [?](#)

Confidential Assignee: (these people will be notified by email on submission of this type. (max 250))

Selected Staff Member(s)

Selected Position(s)

Selected Unit and Position(s)

Position

Regional Manager - Residential

Built-In Security & Oversight

- Confidentiality settings apply to related alerts and reports automatically
- Access rules are enforced consistently across the platform
- Audit-ready trails for every confidential record

Confidential records. Protected, controlled, and always compliant.

Before ionMy: Risk & Confusion

- Sensitive files stored in spreadsheets or emails
- Access not controlled – anyone could view/edit
- No clear audit trail of who saw what
- Hard to manage compliance reporting
- Risk of breaches and human error

After ionMy: Secure & Controlled

- Role- and record-based access permissions
- Only the right people can see or edit
- Audit trails automatically logged
- Seamless compliance reporting
- Centralised, secure record hub

ionMy makes the difference

ionMy — Protecting what matters most.