Dear All,

Important reminder for all staff from the Information Governance Team

This is a reminder to all staff of their responsibilities in following the Trust's information governance policies. It is important that **ALL** staff know, understand and incorporate information governance best practice into their daily roles.

Key reminders for staff:

Personal data **must** be:

- Processed fairly & lawfully; ensure patients are aware of how their information is shared, with no surprises.
- Processed for limited & lawful purposes; treat information ethically and use it only for the purpose it was obtained
- Adequate, relevant & not excessive; always record and use the absolute minimum information required.
- Accurate & up-to-date: data quality requirements – remember the risks of incorrect information.
- Kept for no longer than necessary; in line with NHS Records Management retention and disposal policies.
- Processed in line with the data subject's rights; people have the right to prevent information processing likely to cause damage or distress, a right to rectification, blocking, erasure and destruction and a right of access to information held about them.
- Kept secure; i.e. following information security and safe haven procedures.
- Not transferred outside the EEA without protection; information transfers must have adequate safeguards.

Remember: Data protection principles embody the practices we must follow to safeguard information.

With regards to computer access:

You must ensure that you only access the systems, databases or networks to which you have been specifically authorised to.

- **DO NOT access computer material which you are not authorised to see.**
- **DO NOT modify computer material which you are not authorised to change.**

You must NOT look at patient records when there is no justifiable reason to.

Remember: Computer misuse is a serious breach of trust between the employer and employee and can result in disciplinary AND legal proceedings against the offender.

<u>DO NOT SHARE YOUR PASSWORD WITH ANYONE</u>

When dealing with confidential information you must:

• Justify the purpose for using the confidential information
• Only use it when absolutely necessary.
• Use the minimum that is required.
• Use it on a strict "need-to-know" basis.
• Understand your responsibilities.
• Understand & comply with the law.

Remember: confidential information should only be used for the purpose to which it was entrusted by the individual.

<u>Everybody who works for the NHS has a legal duty to keep patient information confidential.</u>

In addition, the Human Rights Act grants every patient and you the right to privacy. This applies across the whole of the NHS.

Possible breaches of confidentiality include:

• Discussing patient information with anyone other than the patient, for example a healthcare professional 'bumping' into a relative or friend of the patient and discussing the care the patient is receiving;

• Discussion with friends/family/colleagues about (a patient) who has been seen at an NHS site; and

• Approaching someone outside of a professional capacity to enquire about their health after seeing them at work.

For more information, and useful guides on information governance and what it means to you, please access:

http://www.dchs.nhs.uk/dchs_staff_zone/DCHS_a_z_teams/id/5123/t/11

The Information Governance Handbook, a useful reference guide for staff, is available here:

http://www.dchs.nhs.uk/assets/public/Information%20Governance%20Handbook%20v1%202 02.pdf