East Lancashire Hospitals NHS Trust

DECLARATION - PROTECTION AND USE OF PATIENT INFORMATION (ELHT/C77)

Summary – April 2018

The implementation of this Policy requires all staff, contractors and people working on behalf of the Trust to understand their obligation to keep personal information confidential and share safely and appropriately. The purpose of this document is to introduce staff to the Policy and to summarise its contents. Staff are advised to refer to the Policy/Procedure itself for more detailed guidance.

The Policy explains that all NHS bodies (and those working for or with them), have a common law duty of confidence to patients and a duty to support professional ethical standards of confidentiality. The Policy relates to all patient information whether held manually or on computer.

Expressed in general terms, the main principles raised in the document are as follows: -

□ Patient information should be stored, shared, used, transported and disposed of in a secure manner.

□ Access to patient information should be on a “need to know” basis.

The list below elaborates a little more on the above principles, with examples where appropriate: -

□ Care should be taken to ensure the security of locations where records are held, eg doors should be kept locked wherever possible and records stored in locked locations when not being used or accessed.

□ Access to patient information held on computer should be controlled by passwords linked to appropriate access levels. Sharing of passwords is prohibited.

□ Patient information must not be passed onto or discussed with unauthorised persons. If in doubt, you should check with your line manager in the first instance.

□ Accessing information on patients whose care you are not directly involved in, eg other members of staff or family members, is a breach of confidence and will be treated as such. Note this prohibition applies to staff accessing information about themselves

□ Staff should be on their guard against people trying to obtain information by deception. If you suspect you have received a “bogus” telephone call/email or other suspicious request you should refer this to your manager or contact the information governance team

□ Care should be taken to avoid unintentional breaches of confidence, eg by leaving a computer logged in, fax machine unattended or patient notes/handover sheets in a non-secure location.

□ Staff should be aware that breaches of confidence may amount to gross misconduct under the Trust’s disciplinary rules and may result in disciplinary action.

As stated previously, the above only serves as a brief summary of the policy and staff and contractors are encouraged to familiarise themselves with the contents of the full document. Any queries relating to this policy should, in the first instance, be directed to the Information Governance Dept on ext. 84488 or IG-Issues@elht.nhs.uk

I have read and understood the Summary of the Policy and Procedure for the Protection and Use of Patient Information and agree to fully abide by its contents. I will also undertake systems, Information Governance and Information security training as requested by the Trust or my employer (if not employed by the Trust).

Please find ELHT policies at https://elht.nhs.uk/about-us/trust-policies

Name……..

Ward/Department……..

Signature……