

ADELAIDE STREET SURGERY

Data Security & Protection Policy

Document Control

A. Confidentiality Notice

This document and the information contained therein is the property of ADELAIDE STREET SURGERY.

This document contains information that is privileged, confidential or otherwise protected from disclosure. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent in writing from ADELAIDE STREET SURGERY.

B. Document Details

Classification:	Policy
Author and Role:	Sarah Chapman
Organisation:	ADELAIDE STREET SURGERY
Document Reference:	DATASEC
Current Version Number:	1.1
Current Document Approved By:	Sarah Chapman
Date Approved:	26/9/2014

C. Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
1.0	26/09/2014	Sarah Chapman	Mike Wain	
1.1	25/8/2017	Sarah Chapman		Updated
	28.12.2018`	Luan Stewart		Change to caldicott guardian

Introduction

The General Data Protection Regulations 2018 requires a clear direction on Policy for security of information within the Practice.

The policy provides direction on security against unauthorised access, unlawful processing, and loss or destruction of personal information.

The following is a Statement of Policy which will apply:

The Policy

- The Practice is committed to security of patient and staff records and is registered with the Information Commissioners Office under reference Z682008X
- The Practice will display a poster in the waiting room, explaining the practice policy to patients.
- The Practice will make available a brochure on Access to Medical Records and Data Protection for the information of patients.
- The Practice will take steps to ensure that individual patient information is not deliberately or accidentally released or (by default) made available or accessible to a third party without the patient's consent, unless otherwise legally compliant.

This will include training on Confidentiality issues, DPA principles, working security procedures, and the application of Best Practice in the workplace.

- The Practice will undertake prudence in the use of, and testing of, arrangements for the backup and recovery of data in the event of an adverse event.
- The Practice will maintain a system of "Significant Event Reporting" through a no-blame culture to capture and address incidents which threaten compliance.
- DPA issues will form part of the Practice general procedures for the Management of Risk.
- Specific instructions will be documented within confidentiality and security instructions and will be promoted to all staff.

Signed:

-Adam Gee.....
Caldicott Guardian
-Luan Stewart
Practice Manager

Date: ...28.12.2018.....

Date: ...7/6/2018.....

