

Southampton University Hospitals NHS Trust

CODE OF CONDUCT

CONFIDENTIALITY & DATA PROTECTION

Information for Medical Staff

Everyone working for the NHS has a legal duty to keep information about patients and clients confidential and to protect the privacy of information about individuals.

All staff are required to adhere to the regulations of the Data Protection Act 1998.

In the course of your work you will be called on to handle and see person-identifiable information whether it be stored on paper or on computer. You are responsible for safeguarding the confidentiality of all personal and Trust information, transmitted or recorded by any means. You must not discuss or disclose such information except to authorised personnel.

Anyone contributing to personal information has a duty to ensure it is not misleading.

Please read and keep this booklet for future reference

Professional Code of Conduct & Guidelines

As a member of the medical staff you are subject to the confidentiality clauses of your professional Code of Conduct, you should ensure that you are familiar with the specific responsibilities of your professional code. You should be fully aware of the GMC guidelines especially those relating to confidentiality and consent.

Data Protection Act 1998, Caldicott & NHS Confidentiality Code of Practice

The Data Protection Act and Caldicott sets standards, which must be satisfied when obtaining, recording, holding, using and disposing of personal data.

Personal data is any information, which can be used to identify a living person or facts about them, including opinions or intentions towards them.

Information can only be used with the **person's** consent.

The Trust is required to have a Caldicott Guardian to safeguard and govern the uses made of confidential patient information. The Caldicott principles, tie in with the Data Protection Act 1998. If you do not have a copy of the Data Protection and Caldicott principles, they are available from the Data Protection Office.

Policies & Procedures

You should make yourself aware of all relevant Trust policies and procedures, which are available on the Trust SUHTranet or through the Data Protection Office.

Research

Data Protection approval is required before any research is undertaken as part of the Research & Development process.

Passwords

- Under Clinical Governance it is a serious breach to use another persons password – disciplinary action will be taken.

- Ensure you have had your training and only use your own password. For information on Training Courses, dates or times see SUHTranet or telephone Ext 6684.
- The Trust monitors password usage.

Think Before You Act

If you are found to have made an unauthorised disclosure of personal information it is a disciplinary offence, you could also face prosecution. If you are in doubt as to which disclosures are unauthorised check with your manager, consultant or the Data Protection Office.

There are mechanisms in place to ensure information is not used inappropriately. If you either deliberately or accidentally divulge personal information the Act could be breached.

Breaches of Confidentiality

If you think that confidential information may be revealed by accident, or by other means, it is essential that you inform your manager and contact the Data Protection Office (Extn: 5079)

The Trust Caldicott Guardian is:

Director of Nursing and Patient Services

The Trust Data Protection Officer is:

Dannie Howe – Extn: 5079

The Data Protection Office assists the Caldicott Guardian and may be contacted in Corporate Information Services at Mail Point 79, Old Nurses Home, Southampton General Hospital, telephone 023 8079 5079.

If you have any queries/concerns please contact the Data Protection Office Extn: 5079