



CONFIDENTIALITY

STATEMENT NOTICE

Obligations for all staff, all staff MUST:

1. Always endeavour to maintain patient confidentiality
2. Not discuss confidential information with colleagues without patient consent (unless it is part of the provision of care).
3. Not discuss confidential information in a location or manner that allows it to be over head.
4. Handle patient information received from another provider sensitively and confidentially.
5. Not allow confidential information to be visible in public places.
6. Store and dispose of confidential information in accordance with the Data Protection Act 2018 and the Department of Health's Records Management Code of Practice (Part 2).
7. Not access confidential information about a patient unless it is necessary as part of their work.
8. Not remove confidential information from the premises unless it is necessary to do so to provide treatment to a patient, the appropriate technical safeguards are in place and there is agreement from the Information Governance (IG) Lead or Caldicott Guardian.
9. Contact the Information Governance Lead or Caldicott Guardian if there are barriers to maintaining confidentiality.
10. Report any loss, inappropriate storage, or incorrect disclosure of confidential information to the IG Lead or Caldicott Guardian.
11. Document, copy, store and transfer information in the ways agreed with other providers (See How we Use your Records – Separate Document)

It is expected that members of staff will comply with the law and guidance/codes of conduct laid down by their respective regulatory and professional bodies.