

GENEVA HEALTH INTERNATIONAL DATA PROTECTION POLICY

Patient Confidentiality – Caldicott Principles

It is imperative that you adhere to Patient Confidentiality in accordance with both the Caldicott Protocols and the Data Protection Act which is discussed in your induction.

As a health care professional, it is essential that you understand and adhere to those guidelines laid down in the Caldicott Principles, in terms of patient confidentiality and handling of patient information.

The following are the 6 Caldicott Principles:

- **Principle 1—Justify the purpose(s)** Every proposed use or transfer of patient-identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
- **Principle 2—Don't use patient-identifiable information unless it is absolutely necessary** Patient-identifiable information items should not be used unless there is no alternative.
- **Principle 3—Use the minimum necessary patient-identifiable information** Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identifiability.
- **Principle 4—Access to patient-identifiable information should be on a strict need to know basis** Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
- **Principle 5—Everyone should be aware of their responsibilities** Action should be taken to ensure that those handling patient-identifiable information - both clinical and non-clinical staff - are aware of their responsibilities and obligations to respect patient confidentiality.
- **Principle 6—Understand and comply with the law** Every use of patient-identifiable information must be lawful. Someone in each organisation should be responsible for ensuring that the organisation complies with legal requirements.

Source: Protecting And Using Patient Information, A Manual for Caldicott Guardians