

## **Confidentiality Statement Policy**

**Reviewed May 2018 / Next Review May 2019**

**Person Responsible : Dahlia Abdulla**

**Do Not Breach Confidentiality** – Safeguard confidential information by following the basic rules listed below, if you are in doubt ask your Caldicott guardian ( Robert George- Trustee)

- **Do not disclose client's information to anyone who is not authorised to receive it** – this includes ALL staff not directly involved in the care of the patient.
- **Keep all clients sensitive information out of sight of others.**
- **All clients' sensitive information should be locked away.**
- **Do not discuss anything seen or heard about a client outside work place**
- **Do not divulge your computer or security passwords to any other person** – if you suspect someone knows your password then you must change it immediately and report the security incident.
- **Do not** use someone else's password to gain access to information.
- **Do not leave** Clients records unattended - especially in public areas. Switch off PC monitors if leaving your workstation unattended.
- **Do Not** download client's identifiable information onto another computer system without permission.
- **Do** read all virus warnings and follow the guidance for suspected virus.
- **Do viruses** check any data from outside source
- **Ensure** that unauthorised people cannot see client's details on your computer screen or on your desk.
- **Use** your internet connection for work related purposes only.
- **Do not** use unlicensed software or access any unauthorised websites on your work PC.
- **Do not** wilfully record, inaccurate data. All information must be, to the best of your knowledge, accurate and up-to-date.
- **Do not access** information about yourself, your relatives or friends – you do not have an automatic right to such information.

## Copts In Need

- **Do not** give confidential information over the 'phone or via fax without first checking the identity and authority of the caller/receiver.
- **Do not** put confidential waste into bins. All confidential waste must be shredded.
- **Do not** send notes via any postal system without first sealing them in an envelope and ensuring the address is correct and clearly written.
- **Remember, Breaches Of Security May Lead To Disciplinary Action, Do Not Hesitate To Seek Advice When You Need It.**