

The Caldicott Guardian is a senior member of staff who is responsible for protecting the confidentiality of personal confidential data and authorising new information sharing processes.

Their role is to ensure that procedures are in place to govern access to and the use of patient (client) identifiable information.

There are major areas of overlap between Caldicott and Data Protection, but the Caldicott principles are specific to health and social care.

The Caldicott Guardian works closely with the Data Protection Officer to ensure that users of health and social services get consistent advice.

Who is the Caldicott Guardian?

Dr Sreeman Andole

Executive Medical Director

(01624) 650018

If you have any additional questions, particularly in relation to Data Protection, please contact the Information Governance Team on 651169 or 650752.



Manx Care
Noble's Hospital
Strang
Braddan
Isle of Man
IM4 4RJ

•  enquiries@manxcare.im



Kiarail Vannin

Confidentiality and the Caldicott Principles

April 2021

We all know that patient/service user and some staff information is confidential but what is confidentiality? How can we maintain it? Are there times when confidentiality should be broken?

The Caldicott Principles, first introduced in 1997 and previously amended in 2013, are guidelines applied widely across the field of health and social care information governance to ensure that people's data is kept safe and used appropriately. Caldicott Guardians support the upholding of these principles at an organization level.

The new principle's purpose is to make clear that patient and service user expectations must be considered and informed when confidential information is used to ensure 'no surprises' about the handling or sharing of their data.

The Caldicott Principles

- Justify the purpose(s) for using confidential information.
- Use confidential information only when it is necessary.
- Use the minimum necessary confidential information.
- Access to confidential information should be on a strict need-to-know basis.
- Everyone with access to confidential information should be aware of their responsibilities.

- Comply with the law.
- The duty to share information for individual care is as important as the duty to protect patient confidentiality.
- Inform patients and service users about how their confidential information is used.

The Caldicott review interpreted 'personal' as defined in the Data Protection Act, but included data relating to the deceased as well as living people. Confidential data includes; information given in confidence, data that is owed a duty of confidence, and includes sensitive data, as defined in the Data Protection Act.

When you consider sharing information, you should ask yourself the following questions; why are we sharing this information? What are the risks? What are the risks of not sharing the information? Is it being shared in a secure manner? Who does it need to be shared with?

Confidentiality

Keeping information confidential usually comes down to applying common sense. Consider treating all personal confidential data in the same way that you would keep your own private information secure. Here are some reminders:

- Dispose of confidential waste securely; always shred or use confidential waste bags.
- Lock/log off computers when away from your desk.
- Keep your password secure; change it regularly and never share it with other people. Do not keep passwords next to your computer.

- Double-check contact details when sending confidential data.
- Do not discuss confidential matters in public places.
- Keep paper records secure by locking them away when not in use.

What not to do:

You must not look at personal confidential data unless you need to as part of your job. This includes looking at your own records.

Do not pass any information to your own relatives or friends and do not attempt to find out details about them.

If you have a valid reason for using the records of someone who is known to you then inform your manager of the relationship.