

Pathology Policy on Protection of Personal Information

Most staff within pathology are required to view patient information in order to carry out their daily operational activities. The Pathology department recognises the importance of protecting personal information from misuse and inappropriate dissemination and will ensure

- all staff attend regular information governance sessions run by the Trust to heighten awareness of Confidentiality, the Caldicott principles and the General Data Protection Regulations
- all paper records are kept in secure areas
- all electronic information is held in password protected computer systems that are backed up on a daily basis
- Trust policies on the use of removable data storage devices, including lap tops, are enforced
- Trust policies on the use of NHS mail are enforced
- systems are in place for secure transfer of patient results within the Trust and to external service users
- systems are in place for approval of the release of information for audit or research purposes, including ethics approval
- systems are in place for release of information under the Freedom of Information Act
- all instances where information has been inappropriately disseminated, including another secure destination (e.g. incorrect GP surgery) are classified as information breaches and reported on the Trust incident reporting system and investigated
- staff in flagrant breach of the Trust policies on confidentiality, data protection or the Caldicott principles are held to account