

THE FARNHAM DENE MEDICAL PRACTICE

CONFIDENTIALITY POLICY

1. Policy overview

The reasons for the Policy:

- all information held at the Practice about patients is confidential, whether held electronically or in hard copy
- other information about the Practice (for example its financial matters) is confidential
- staff will by necessity have access to such confidential information from time to time
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2. Applicability

The policy applies to all employees and Partners, and also applies to other people who work at the Practice e.g. locum GPs, non-employed nursing staff, temporary staff and contractors.

3. Procedure

The terms of the Policy:

- staff must not under any circumstances disclose patient information to anyone outside the Practice, except to other health professionals on a need to know basis, or where the patient has provided written consent
- staff must not under any circumstances disclose other confidential information about the Practice to anyone outside the Practice unless with the express consent of the Practice Manager/Senior Partner
- staff should limit any discussion about confidential information only to those who need to know within the Practice
- staff must be aware of and conform to the requirements of the Caldicott recommendations
- electronic transfer of any confidential information, once approved by the Practice Manager/Senior Partner, must be transmitted via the NHSnet
- staff must take particular care that confidential information is not transmitted in error by email or over the internet
- staff who suspect a breach of confidentiality must inform the Practice Manager/Senior Partner immediately
- any breach of confidentiality will be considered as a serious disciplinary offence and may lead to dismissal
- staff remain bound by the requirement to keep information confidential even if they are no longer employed at the Practice