**Kenwood Medical Centre**

# Confidentiality Policy for Practice Staff

## Document Control

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### B. Document Details

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**Kenwood Medical Centre**

# Confidentiality Policy for Practice Staff

## Policy Overview

### The reasons for the Policy:

* All patients can expect that their personal information will not be disclosed without their permission (except in the most exceptional circumstances when disclosure is required when somebody is at grave risk of serious harm).
* All information held at the Practice about patients is confidential, whether held electronically or in hard copy;
* Other information about the Practice (e.g. staff records and financial matters) is confidential;
* Staff will, by necessity, have access to such confidential information from time to time.

## Applicability

The policy applies to all Practice 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 (referred to as “Staff” throughout this document).

## Procedure

### The terms of the Policy:

* Staff must regard all patient information as confidential and 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 when they are no longer employed at the Practice.

All Staff will be required to sign the Practices Confidentiality Agreement.

**Kenwood medical centre**

**Dr V V Konathala**

# Kenwood Gardens, Ilford, Essex, IG2 6YG

Telephone: 020 8551 2341 Fax: 020 8551 1479

# Staff Confidentiality Agreement

I understand that all information about patients held by is strictly confidential.

I will abide by the terms of the Confidentiality Policy.

I have read the Staff Confidentiality Policy and fully understand my obligations and the consequences of any breach of confidentiality.

I understand that a breach of these obligations may result in dismissal.

I understand that any breach, or suspected breach, of confidentiality by me after I have left the Practice’s employment will be passed to the Practice’s lawyers for action.

If I hold a professional qualification and my right to Practice depends on that qualification being registered with a governing body, it is my responsibility to have read and understood their advice on confidentiality.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_