

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

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