



CIPHER

Medical Consultancy

Admin Policy

Confidentiality

DATE APPROVED: 1 Dec 2018

APPROVED BY: Andrew Thomas

SIGNATURE

A handwritten signature in black ink, appearing to read 'A. Thomas', is positioned above the 'SIGNATURE' label.

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LEAD DIRECTOR: Andrew Thomas

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1 Introduction & Scope

- 1.1 CIPHER Medical consultancy limited has devised this policy to comply with relevant legislation with regards to confidentiality of staff and patient information as well as business activities pertaining to the company. During the process of carrying out their duties, staff will be made aware of confidential information in many forms. Whether clinical, personal or at a business level, staff are to adhere to this policy.

2 CONFIDENTIALITY

- 2.1 Staff must always be aware of the confidentiality of information gained during their duties, which in many cases includes access to personal information relating to patients and other service users. It is expected that staff understand the importance of treating information in a discreet and confidential manner, and their attention is drawn below.
- 2.2 All documentation or other material containing confidential information must be kept securely at all times when not being used by a member of staff and must be returned to the company at the time of termination of their employment, or at any other time upon demand.
- 2.3 Information regarding the business and service users must not be disclosed either verbally, pictorially or in writing to any person not required to have such information. Conversations relating to confidential matters affecting the business, employees and Service Users should not take place in situations where they can be overheard (i.e. in corridors, reception areas, lifts, etc.).
- 2.4 Any breach of confidentiality may be regarded as misconduct And will be dealt with under the company disciplinary procedures

3 DISCLOSURE OF INFORMATION

- 3.1 For the purpose of clarity, Staff shall not at any time (save as required by law) before or after the termination of their employment, disclose such information as described within this policy to any person without prior written consent of senior management.

4 NEED FOR CONSENT

- 4.1 It is always important were pt has capacity to gain consent to share information. This could include sharing information with other health care providers required to continue the patients care. Or this could be assumed staff must be vigilant and explain to patients your intention to share information e.g. with reviving hospital. Patients should at least when able give you verbal consent.

5 INFORMATION GOVERNANCE

- 5.1 All staff will sign a Restrictive Covenant regarding Confidentiality, Security and Accuracy. Further details are available from their Line Manager.

6 COMPANY PROPERTY

- 6.1 All written material, whether held on paper, electronically or magnetically which was made or acquired by Staff during the course of their employment with the company Remains the property of the CIPHER Medical. At the time of termination of employment or at any other time upon demand, Staff shall return any such material in their possession.

7 STATEMENTS TO THE MEDIA

- 7.1 Any statements to any form of media should not be made by members of staff without the consent by a company director. Ideally, the statement should be made by the director or should have been written and approved by a director. Failure to comply with this constitutes as a breach of this policy and disciplinary procedures could be taken.

8 PERSON RESPONSIBLE

- 8.1 The Managing Director Andrew Thomas is designated the responsible person for this policy. He will act as both the information governance lead and the Caldicott Guardian.

9 SUMMARY

- 8.1 Confidentiality is the responsibility of all those providing health care and the patient's rights, wishes and right to privacy should always be considered when delivering patient focused care.