

## Confidentiality

The below information is taken from Alder Hey Children's Foundation Trust Confidentiality Policy. It is expected that all staff including work experience applicants adhere to this policy.

### Introduction

This advice applies to anyone including work experience who views, handles, processes or otherwise comes into contact with information that is controlled, owned by or processed by Alder Hey. All Trust staff including work experience has a responsibility to meet the confidentiality standards specified.

The Trust processes a substantial amount of personal and sensitive information and must ensure that all staff including work experience not only maintain the confidentiality of the information they have access to, but also actively promote the responsible use of it.

### Objective

To ensure that service users have confidence that the Trust will handle, process and use personal and sensitive information in accordance with both obligations and reasonable expectations.

### Definitions

**Personal Data** is defined as data which relates to a living individual who can be identified from those data or from those data and other information, which is in the possession of, or is likely to come into possession of, the Trust.

**Sensitive Personal Data** is defined as personal data consisting of information as to the racial or ethnic origin, political opinions, religious beliefs (or similar nature), membership of a Trade Union, physical or mental health condition, sexual life, commissioner or alleged commission of any offence or any proceedings for any offence committed or alleged to have been committed.

**Duty of Confidence** is defined as information that is passed from one person to another in circumstances where there is a reasonable expectation that the information will be held in confidence.

**Safe Haven** is a term used to explain an agreed set of arrangements that are in place in an area or organisation to ensure that any confidential person identifiable information (e.g. patients and staff information) can be communicated safely and securely.

**Staff**, for the purposes of this policy, is defined as any individual who is employed by, or works for, the Trust in any capacity and will include (but is not limited to) paid employees, volunteers, work experience, temporary staff, agency and, locums.

## **Main Points**

All staff must ensure that appropriate steps are taken to ensure that all confidential information is appropriately protected.

The Trust will, where necessary, take appropriate action against any individual who has been found to have deliberately, or by omission of action, failed to maintain the minimum standards of conduct expected

No individual will be allowed access to any confidential information that is held or processed by the Trust unless and until they have signed to confirm agreement to be bound by this Confidentiality Policy. Managers must not authorise access until such agreement has been confirmed.

### **It is expected that staff will:**

- i. Restrict access to an area that processes confidential information to only those individuals that are duly authorised to enter that area
- ii. Ensure confidential information is not left unattended
- iii. Only access patient, employee or other clinical records in the course of their duties within the Trust
- iv. Not access records for their personal interest including their own clinical records
- v. Ensure that no document containing confidential information is left anywhere where it can be viewed by anyone without the authority or need to do so
- vi. Only hold conversations containing confidential information in circumstances where it cannot be overheard by anyone, without the authority or need to hear it, which will include but is not limited to telephone conversations
- vii. Only access information systems for purposes relating to their role and for the purposes of discharging their responsibilities in that role.

**Please complete and return the attached confidentiality slip. If this is not sent back, it may lead to you losing your work experience place at the Trust.**

**Alder Hey Children's NHS Foundation Trust**

**Declaration:**

I have read the attached Confidentiality Information and hereby agree the contents.

Name (PRINT): \_\_\_\_\_

Signed: \_\_\_\_\_

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

Department: \_\_\_\_\_