

DATA PROTECTION PRINCIPLES

PRINCIPLE 1

Personal data shall be processed fairly and lawfully

Make sure patients, clients and staff know why and how their information is to be used and who else may see it.

PRINCIPLE 2

Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes

Information collected and used by H&SS is only to be used for H&SS purposes

PRINCIPLE 3

Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it was collected

Only ask for information you need.

PRINCIPLE 4

Personal data shall be accurate and, where necessary, kept up to date.

Information must be written and input correctly, ensuring client details are updated as required.

PRINCIPLE 5

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Make sure all information is kept in accordance with retention schedules

PRINCIPLE 6

Personal data shall be processed in accordance with the rights of data subjects under this Law.

One of the most important rights individuals have is the right to access their Information.

PRINCIPLE 7

Appropriate technical and organisational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Information must be kept safe and secure—don't leave files lying around, make sure you log off when away from your desk etc.

PRINCIPLE 8

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information may only be sent off-Island after careful checks have been made and necessary measures are in place to ensure its protection.

CALDICOTT PRINCIPLES FOR PROFESSIONAL STANDARDS AND GOOD PRACTICE (2013)

PRINCIPLE 1

Justify the Purpose (s)

Every proposed use or transfer of personal confidential data within or from an organisation should be clearly defined, scrutinised and documented, with continuing uses regularly reviewed, by an appropriate guardian.

PRINCIPLE 2

Don't use personal confidential data unless it is absolutely necessary

Personal confidential data items should not be included unless it is essential for the specified purpose(s) of that flow. The need for patients to be identified should be considered at each stage of satisfying the purpose(s).

PRINCIPLE 3

Use the minimum necessary personal confidential data

Where the use of personal confidential data is considered to be essential, the inclusion of each individual item of data should be considered and justified so that the minimum amount of personal confidential data is transferred or accessible as is necessary for the function to be carried out.

PRINCIPLE 4

Access to personal confidential data should be on a strict "need to know" basis

Only those individuals who need access to personal confidential data should have access to it, and they should only have access to the data items that they need to see. This may mean introducing access controls or splitting data flows where one data flow is used for several purposes

PRINCIPLE 5

Everyone with access to personal confidential data should be aware of their responsibilities

Action should be taken to ensure that those handling personal confidential data - both clinical and non-clinical staff - are made fully aware of their responsibilities and obligations to respect patient confidentiality.

PRINCIPLE 6

Comply with the Law

Every use of personal confidential data must be lawful. Someone in each organisation handling personal confidential data should be responsible for ensuring that the organisation complies with legal requirements.

PRINCIPLE 7

The duty to share information can be as important as the duty to protect patient confidentiality

Health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by these principles. They should be supported by the policies of their employers, regulators and professional bodies.