

## Confidentiality Code of Conduct

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**Southern Ultrasound** shall ensure its operations comply with the current "Code of Practice on Confidential Information", and shall promote this code to all staff.

See <https://digital.nhs.uk/cop>

(NOTE: Although this code was written by the now superseded 'Health & Social Care Information Centre', it remains in force until NHS Digital or some other body feels circumstances have changed sufficiently for it to be rewritten).

As per that code:

A duty of confidence arises when one person discloses information to another (e.g. patient to clinician) in circumstances where it is reasonable to expect that the information will be held in confidence. It –

- a) is a legal obligation that is derived from case law;
- b) is a requirement established within professional codes of conduct; and
- c) is included in Southern Ultrasound employment contracts as a specific requirement.

Full details are available in the NHS Code of Practice on Confidentiality and a copy of this code has been provided to all staff and is available in the "**Southern Ultrasound Policy File**".

### To fulfil these obligations,

1. Staff shall ensure that Personal data is processed lawfully, with confidentiality seen as a key parameter
2. Staff shall ensure that Personal data is used only for the purpose for which it was provided, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Staff shall ensure that Personal data is adequate, relevant and accurate and make every effort to ensure it is kept up to date, by confirming relevant aspects when in contact with the patient and amending the records as necessary.
4. Staff shall not access records which are not relevant to their work roll or current patient requirements.
5. When requested, staff shall inform enquirers how patients may access their records and forward all requests for patient access to their records, to the Caldicott Supervisor or IG Lead.
6. Staff shall follow company procedures to ensure that records are kept confidential and prevent access by others. This includes correct storage on encrypted drives, correct shredding of hard-copy files, use of password protection and informing management when they believe records have been accessed inappropriately or unlawfully.

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Director

