

Statement - Identification of Transfers of Personal and Sensitive Information

Routine transfers of person identifiable and sensitive information in all areas have been identified, mapped and risk assessed. All risks are appropriately recorded in the risk register along with the actions taken to secure the information. Information agreements and procedures to ensure transfers are adequately protected, comply with NHS Codes of Practice and NHS IG standards and ensure their staff who transfer or receive this information are effectively informed of the procedure which applies to the transfer method they use.

Person identifiable and sensitive information is provided primarily for Health reasons and must only be used for that purpose. Transfer of such information with-in and outside the Company is restricted to the use of encrypted hardware devices and safe-haven contacts.

NOTE: Information obtained, recorded or transmitted as a direct consequence of our contracted work for Frimley Health NHS Foundation Trust, will necessarily be shared with the Trust. Such transfers will be considered as an Internal transfer.

Risk Assessment associated with those hardware items have been recorded in the Risk Assessment matrix

Before Patient Personal or Sensitive information is passed to any other contact, they must either obtain the express written permission of the individual to whom the information relates (the patient) or the written confirmation of a Director of Southern Ultrasound. Directors will only take the decision to release the information for transfer after discussion with the Information Governance Lead.

A written record of the subsequent transfer of information must be made and stored in such a manner as to be attached to the original record. This may require a stapled sheet for hard-copy material or an addition to a file in the case of electronic media.

This statement should be read in conjunction with our IT Data Handling policy

Procedure Created. 23/09/18 Statement Reviewed (Annually): n/a

Authorised by: Kevin Rendell. Director & IG Lead

A handwritten signature in black ink, appearing to read 'Kevin Rendell'.