


Prescription Pricing Authority Caldicott Policy

1 Policy Statement

Introduction

In December 1997 the Caldicott Report identified weaknesses in the way NHS organisations handled confidential patient identifiable information.

 One of the recommendations stated that all NHS organisations appoint a Caldicott Guardian to ensure patient identifiable information is kept secure. Caldicott Guardians are senior members of staff, preferably at board level.

The Prescription Pricing Authority (PPA) appointed, as its Caldicott Guardian:

Douglas Ball
Director of Information Technology & Data Protection Officer
Bridge House
152 Pilgrim Street
Newcastle upon Tyne
NE1 6SN

Email Douglas.ball@ppa.nhs.uk

2 Caldicott Principles

Patient identifiable information takes many forms. It can be stored on computers, transmitted across networks, printed or stored on paper, spoken or recorded.

The Prescription Pricing Authority (PPA) must safeguard the integrity, confidentiality, and availability of sensitive information.

No one from the PPA – (this includes staff employed by commercial partners and volunteer groups) – should be sharing any patient sensitive information unless it can be justified on a need to know basis. These are known as the Caldicott standards based around the six principles:

- **Justify the purpose:**

Every purposed use or transfer of personal identifiable information within or from an organization should be clearly defined and scrutinized with continuing uses regularly reviewed by an appropriate guardian.

- **Don't use personal identifiable information unless it is absolutely necessary**

Personal identifiable information items shall not be used unless there is no alternative.

- **Use the minimum necessary personal identifiable information**

Where use of personal identifiable information is considered to be essential, each individual item of personal information should be justified with the aim of reducing identity.

- **Access to personal identifiable information should be on a strict need to know basis**

Only those individuals who need access to personal identifiable information should have access to it and they should only have access to the personal information items that they need to see.

- **Everyone should be aware of their responsibilities**

Actions should be taken to ensure that all staff who handle personal identifiable information is aware of their responsibilities and obligations to respect confidentiality.

- **Understand and comply with the Law**

Every use of personal identifiable information must be lawful.

Individuals have a right to believe and expect that private and personal information given in confidence will be used for the purposes for which it was originally given, and not released to others without their informed consent.

3 Associated legislation

Apart from the Caldicott criteria other legislation relevant to the protection and use of personal identifiable information must be considered, these include:

- Data Protection Act 1998
- Computer Misuse Act 1990
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- ISO 17799

4 Training, Policies and Procedures

The PPA takes very seriously their responsibilities in the security and protection of all personal identifiable information held.

PPA staff have a responsibility for compliance to the legislation and Caldicott guidance. The PPA have confidentiality clauses placed in a employment contract which each employee signs, a computer based training programme is completed and a competency test required, an employee pamphlet is universally distributed, policies, procedures and agreements have been drawn up to ensure any transfer of personal identifiable information is compliant.

5 Advice and Guidance

The provision of advice and guidance regarding Caldicott principles and other relevant legislation may be sought from the day to day management of these systems, contacting:

- Gordon Wanless, Project Manager
(Information Security & Data Protection)
Email: gordon.wanless@ppa.nhs.uk
Tel. no. 0191 203 5484

- Carole Buckley, Senior Technical Support Analyst
(Data Protection & Information Security)
Email: carole.buckley@ppa.nhs.uk
Tel. no. 0191 203 5865

This policy will be reviewed on an annual basis by the Caldicott Guardian Douglas Ball (Director of Information Technology)

17 February 2006