

How much do you know?

1. What is a Safe haven fax machine?

- a) a fax machine situated in a village in Scotland
- b) a fax machine situated in an open office area
- c) a fax machine where you can send confidential information where you know procedures are in place to ensure its security

2. What piece of legislation protects personal data?

- a) Criminal Justice and Police Act 2001
- b) Environment and Safety Act 1998
- c) Data Protection Act 1998

3. A Caldicott Guardian is:

- a) columnist in a national newspaper
- b) a type of protective footwear
- c) an appointed senior person who is responsible for overseeing access to patient information

4. Who is an unauthorised person?

- a) everyone except the doctor
- b) everyone except the patient
- c) anyone who doesn't need to know

5. How many Caldicott Principles are there

- a) 10
- b) 8
- c) 6

6. It is OK for your password to be shared with

- a) your colleagues in your office
- b) your boss
- c) your password should never be shared with anyone

7. When you are going to leave your computer unattended you should always:

- a) cover up
- b) shut down
- c) log off

ANSWERS ON THE BACK PAGE.....

1. Whilst Safe Haven might be a very pretty “get away from it” sort of place in Scotland, the correct answer here is c). A fax machine sited in an open office can never be described as a Safehaven fax machine.

If you are in doubt when faxing confidential information, always telephone first. If you are not sure, don't forget to follow the guidelines for the safe transmission of manual faxes.

2. Data Protection Act 1998 protects the way personal information is processed – in whatever form; written, verbal, visual. This includes: telephones, answering machines, CCTV, printers, notice boards, disks, computer screens, audio tapes, photocopiers, lists of names and addresses, etc.
3. A Caldicott Guardian is a senior health professional, or a member of the management board, for each organisation. The Guardian is responsible for agreeing and reviewing protocols governing the disclosure of patient identifiable information across organisational boundaries. Do you know the Caldicott Guardian for your organisation?
4. An unauthorised person is simply a person who does not need to know the information. Caldicott Principle 4 states that access should be restricted on a strict “need to know” basis, and even then it is restricted only to the parts of information needed. Do not assume that your work colleagues are authorised to see the same information that you are, even if they are in a more senior position.
5. There are 6 Caldicott Principles and 8 Data Protection Principles. They work hand in hand, Data Protection is the legal arm, and the Caldicott Principles are the guidelines to which the NHS works.
6. Passwords are the keys that provide access to information and your password should never be shared with anyone under any circumstances. You will be held responsible for any actions associated with your password.
7. Never leave a computer logged onto a system and unprotected. Always protect the system (e.g. log off or use a password-protected screen saver) when you have stopped using it for a period. Always log off when you have finished.