

THE MORRIS HOUSE GROUP PRACTICE

Confidentiality Policy

Classification	Confidentiality and Information Governance
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Policy approved/reviewed by	R Hearn (GP Partner)
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Policy Overview

- All patients can expect that their personal information will not be disclosed without their permission (except in the most exceptional circumstances when disclosure is required when somebody is at grave risk of serious harm).
- All information held at the Practice about patients is confidential, whether held electronically or in hard copy.
- Other information about the Practice (e.g. staff records and financial matters) is confidential.
- The policy applies to all Practice Employees and Partners, and also applies to other people who work at the Practice e.g. Locum GPs, Non-employed nursing staff, Temporary staff and Contractors (referred to as “Staff” throughout this document).

Terms of the Policy

- Staff must regard all patient information as confidential and must not, under any circumstances, disclose patient information to anyone outside the Practice, except to other health professionals on a need to know basis, or where the patient has provided written consent;
- Staff must not, under any circumstances, disclose other confidential information about the Practice to anyone outside the Practice, unless with the express consent of the Practice Manager / Senior Partner;
- Staff should limit any discussion about confidential information only to those who need to know within the Practice;
- Staff must be aware of and conform to the requirements of the Caldicott recommendations;
- Electronic transfer of any confidential information, once approved by the Practice Manager / Senior Partner, must be transmitted via the NHSNet;
- Staff must take particular care that confidential information is not transmitted in error by email or over the internet;
- Staff who suspect a breach of confidentiality must inform the Practice Manager/Senior Partner immediately;
- Any breach of confidentiality will be considered as a serious disciplinary offence and may lead to dismissal;
- Staff remain bound by the requirement to keep information confidential, even when they are no longer employed at the Practice.
- Staff should be aware of what information must be kept confidential, this includes information about individuals gender as recognised in the Gender Recognition Act 2004 covered in the practice Equality & Diversity policy.

All Staff will be required to sign the Practices Confidentiality Statement, as detailed overleaf.

Young Persons (under 16)

- We recognises that the principles of confidentiality apply equally to all patients, irrespective of age.
- We will ensure that our staff recognise that all patients under 18 are entitled to the same level of confidentiality as all other patients, including being respectful of any request to withhold information from their parents or guardians and we will take all necessary steps to ensure that this right of confidentiality is not inadvertently breached.
- Where a young person requests a consultation at the Practice premises, they will be booked in to see a clinician in the normal way.
- In the event that a young person attends the surgery without a pre-booked consultation and without adult support, the normal procedure for providing them with a consultation appointment will take place.
- Should the young person independently request medical advice or treatment (including contraceptive advice, abortion, other treatments and surgical procedures), the Practice clinician involved in the consultation with the young person will determine their competency and capability to understand the choices of treatment available and the consequences of such treatment.
- When such competency and capability is deemed to exist, the Practice clinician will provide appropriate medical advice or initiate suitable treatment.

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