



4. Policy

4.1 To ensure that no person identifiable information is shared unless approved by The Dental Hygienus Ltd.

4.2 To ensure that all person identifiable information held by The Dental Hygienus Ltd is managed in line with legal requirements and best practice principles.

This information can be in a number of formats and includes:

- Information stored on computers
- Information transmitted across networks
- Printed information or information stored on paper
- Spoken or recorded information

4.3 National Data Guardian (NDG) Guidance

The National Data Guardian guidance applies to all public bodies within the health service, adult social care or adult carer support sector in England that handle confidential information about clients.

This also includes organisations contracted by public bodies to deliver health or adult social care services that handle such information.

As a result, The Dental Hygienus Ltd falls under this guidance and seeks to comply with its recommendations.

4.4 Appointing a Caldicott Guardian

In line with National Data Guardian guidance, The Dental Hygienus Ltd will be compliant with the guidance by 30 June 2023. This includes registering the details of an appointed Caldicott Guardian on the Caldicott Guardian Register.

Where an organisation is required to complete the Data Security and Protection Toolkit (DSPT), the DSPT requires that it will provide details about its Caldicott Guardian(s) as part of its annual submission.

4.5 The Eight Caldicott Principles (as defined by the UK Caldicott Guardian Council)

Good information sharing is essential for providing safe and effective care and support.

There are also important uses of information for purposes other than individual care and support, which contribute to the overall delivery of health and social care or serve wider public interests.

These principles apply to the use of confidential information within health and social care organisations, and when such information is shared with other organisations and between individuals, both for individual care and support and for other purposes.

The principles are intended to apply to all data collected for the provision of health and social care services where Clients can be identified and would expect that it will be kept private. This may include, for instance, details about symptoms, diagnosis, treatment, names and addresses.

In some instances, the principles will also be applied to the processing of staff information.

They are primarily intended to guide organisations and their staff, but it must be remembered that Clients and/or their representatives must be included as active partners in the use of confidential information.

Where an unusual or difficult judgement or decision is required, it is advisable to involve the Caldicott Guardian.

Principle 1 - Justify the purpose(s) for using confidential information

Every proposed use or transfer of confidential information must be clearly defined, scrutinised and documented, with continuing uses regularly reviewed by an appropriate guardian.

Principle 2: Use confidential information only when it is necessary

Confidential information must not be included unless it is necessary for the specified purpose(s) for which the information is used or accessed. The need to identify individuals must be considered at each stage of satisfying the purpose(s) and alternatives used where possible.

Principle 3: Use the minimum necessary confidential information

Where the use of confidential information is considered to be necessary, each item of information must be justified so that only the minimum amount of confidential information is included as necessary for a given function.

Principle 4: Access to confidential information must be on a strict need-to-know basis

Only those who need access to confidential information must have access to it, and then only to the items that they need to see. This may mean introducing access controls or splitting information flows where one flow is used for several purposes.

Principle 5: Everyone with access to confidential information must be aware of their responsibilities



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Action must be taken to ensure that all those handling confidential information understand their responsibilities and obligations to respect the confidentiality of clients.

Principle 6: Comply with the law

Every use of confidential information must be lawful. All those handling confidential information are responsible for ensuring that their use of, and access to, that information complies with legal requirements set out in statute and under the common law.

Principle 7: The duty to share information for individual care is as important as the duty to protect Client confidentiality

Health and social care professionals must have the confidence to share confidential information in the best interests of clients within the framework set out by these principles. They must be supported by the policies of their employers, regulators and professional bodies.

Principle 8: Inform Clients about how their confidential information is used

Steps must be taken to ensure no surprises for Clients, so they can have clear expectations about how and why their confidential information is used, and what choices they have. These steps will vary depending on the use: as a minimum, this must include providing accessible, relevant and appropriate information - in some cases, greater engagement will be required.

4.6 The Caldicott Guardian should be involved appropriately in issues relating to the clients confidential information to ensure it is used legally, ethically and appropriately, including adherence to the common law duty of confidentiality.

4.7 The Dental Hygenius Ltd will ensure that clients and their families are included in the use of confidential information, and that the Caldicott Guardian is available to them.

4.8 Tara Pile will ensure that the contact details for the Caldicott Guardian are publicly available to staff and clients.