

Data Protection & Caldicott - 3

Practice Name:		WCODE:		
	Task	Template(s) provided by BSC	Completed (• & Date)	Comments
3.1	Data Protection Act Registration and Notification			
	Data Protection Lead appointed by the Lead GP			
	Process in place to review the Practice's Data Protection Act Registration details			
	Ensure Staff are aware of the need to treat personal and patient information in accordance with the Data Protection Act and Caldicott Principles	Information Governance Handout		
	Process in place to ensure the notification is renewed annually (e.g. direct debit set up)			
3.2	Data Quality			
	Measures are in place to ensure data is accurate, up-to-date, the minimum necessary and relevant to the purpose (e.g. evidence that audits are undertaken)			
3.3	Subject Access Requests			
	Ensure there are means of recording requests and how they are dealt with	Subject Access Request Log		
	Ensure there are appropriate measure in place to ensure informed consent	Consent form and third party request form		
3.4	Information Sharing Protocols			
	Ensure that if information is to be exchanged with non-NHS organisations, that an Information Sharing Protocol is in place with the Partner organisation (contact LHB if in doubt). Examples where a protocol may be required are Care Plans under Unified Assessment, and work with Integrated Children Services.			
Signed by Practice Manager:		Signed by Senior Partner:		