

## LINDSEY LODGE HOSPICE

### CONFIDENTIALITY

**To trust another person with private and personal information is a significant matter.**

- 1 All patients have a right to expect that information given to a member of staff will only be used for the purpose for which it was given and will not be released to others without their consent.
- 2 All practitioners (whether professional or voluntary) must recognise the fundamental right of all patients to have information about them held in secure and private storage.
- 3 Where it is deemed appropriate to share information gathered in the course of professional practice with other health care professionals, the practitioner who gained the information must ensure, as far as it reasonable, before its release that it is being imparted in strict professional confidence and for a specific reason.
- 4 Any information of the above nature must only be imparted between professionals, following discussion with the patient.
- 5 If a clinician is required to disclose information outside the team that will have personal consequences for patients, their consent must be obtained. If the patient withholds consent, or if consent cannot be obtained, disclosures must only be made where:
  - 1 they can be justified in the public interest
  - 2 they are required by a court of law
- 6 The responsibility to either disclose or withhold information lies with the individual practitioner. He/she cannot delegate that decision and cannot be required by a superior to disclose or withhold information against his/her will.
- 7 Any member of staff who needs guidance is welcome to discuss the principle, although not the details, with the Hospice Director.
- 8 Any practitioner who decides to breach the basic principle of confidentiality, in the belief that it is necessary, must have considered the matter sufficiently to justify that decision, not only to themselves but if the matter is taken further. Advice from professional organisations should always be sought in these circumstances.
- 9 All staff are required to sign a Contract of Confidentiality
- 10 Although this policy is written to protect patients it must be remembered that staff also have the right to know that information about them will be protected. It must be remembered that personal information about our colleagues should be treated as confidential and not be discussed openly. All staff must be aware that as gossip amounts to sharing personal information without consent and is a breach of confidentiality.

- 11 All information regarding the business of the organisation, its patients and staff is confidential and also needs to be protected.
- 12 Lindsey Lodge Hospice is held accountable through Clinical and Information Governance Frameworks. Specifically the Information Governance Toolkit for continuously improving confidentiality and security procedures governing access to and storage of personal information.
- 13 Information is shared clinically via Systmone and with other Health Care Professionals only involved in a patients care. If a patient is not happy for this to be shared they must let us know as soon as possible so we can amend their record to stop this.

REFERENCES: independent Healthcare – National Minimum Standards 2000  
 Ethics – The Higher Education Academy 2004  
 BMA – Guidance on Confidentiality  
 Caldicott Principles: NLAG Confidentiality Policy DCP029 & October 2014  
 Data Protection Act 1998  
 Nursing & Midwife Council Confidentiality 2004

ISSUE DATE 1998: Review 3 yearly

TO BE REVIEWED 2 YEARLY	REVIEW COMPLETED	BY	APPROVED BY	CIRCULATION
2004	JAN 2004	AT/JG	SMG	POLICY BOOKS
JAN 2006	01/03/06	AT/JG	SMG	POLICY BOOKS
01/03/08	July 2008	AT	SMG	POLICY BOOK & STAFF HANDBOOK
01/04/15	30/03/15	AT/KF	SMG	L DRIVE AND POLICY BOOK
01/04/17				

