

# Prestbury Road Dental Practice

Telephone: 01625 432300 [www.MacclesfieldDentists.co.uk](http://www.MacclesfieldDentists.co.uk)

## **Date Protection Policy**

This Practice will ensure the security of personal data held electronically by the practice, whether for employed or self-employed staff, or for patients.

This policy applies to all staff members, whether employed or self-employed.

### **Confidentiality**

- All staff contracts of employment contain a confidentiality clause.
- All self-employed team members are also expected to respect patient confidentiality.
- Procedures are in place to ensure that patient data security is regularly reviewed, updated and securely deleted when no longer required.

### **Physical security measures**

- With the exception of the daily external backup, which is held overnight off-site, personal data are only taken away from the practice premises in exceptional circumstances. In any such circumstance, such removal be recorded and approved by the Practice Manager or Principal.
- The security of the premises is ensured by the use of monitored intruder alarms.
- Should patient information need to be transported, either physically or electronically, it will be done so securely and signed out, as referred to above.

### **Information held on computer**

- Software is protected by the use of passwords and encryption. Passwords are known only to those who require access to the information.
- Passwords must never be written down.
- Daily back-ups of computerised data are stored off-site.
- Staff using practice computers will be trained to avoid unintentional deletion or corruption of information.
- Precautions are taken to avoid loss or corruption of data through the introduction of computer viruses.

### **Card Information Handling Specifics**

- Cardholder information is securely destroyed when no longer needed.
- It is prohibited to store the contents of the card magnetic strip on any media whatsoever.
- It is prohibited to store the card validation code (3 or 4 digit value printed on the signature panel of the card) on any media whatsoever.
- Card account numbers are never emailed except via the Bank card reader technology.

This policy has been issued to existing team members, and will be given to new staff during induction. If any team member has concerns about the security of patient data, they should contact the Practice Manager/ Principal. Any member of staff, whether employed or self-employed who is found to be in breach of this policy will be subject to disciplinary proceedings.