

# **BRADWELL HALL NURSING HOME LTD**

Old Hall Drive, Bradwell, Newcastle under Lyme, Staffordshire ST5 8RQ

*In association with*

*Trentham House Care Home*

Chivelstone Grove, Trentham, Stoke-on-Trent, ST4 8HN

## **DATA SECURITY AND PROTECTION POLICY**

### **Policy Statement**

The purpose of this document is to provide guidance to all service users, staff and visitors within Bradwell Hall Nursing Home on Data security Information Governance (IG).

### **Information**

Data security and protection is a framework for handling personal information in a confidential and secure manner to appropriate ethical and quality standards. It provides a consistent way for employees to deal with the many different information handling requirements including:

- Information Governance Management
- Clinical Information assurance for safe patient care
- Confidentiality and data protection assurance
- Information Security assurance

### **Aim of the Policy**

The aims of this document are to ensure confidential information is:

- Held securely and confidentially
- Obtained fairly and lawfully
- Recorded accurately and reliably
- Used effectively and ethically
- Shared and disclosed appropriately and lawfully

To protect the organisations information assets from all threats the Care Home will ensure:

- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Information will be supported by the highest quality data
- Regulatory and legislative requirements will be met
- Business continuity plans will be produced, maintained and tested
- Information security training will be available to all staff
- All breaches of information security, actual or suspected, will be reported to, and investigated by the Information Governance Senior Manager