

Caldicott Guardian

Governing Body meeting

D

3 April 2014

Author(s)/Presenter and title	Presenter: Dr Tim Moorhead, CCG Chair
Key messages	
<p>The Caldicott report of 1997 laid out a series of principles governing the use of patient identifiable information. A number of legal frameworks underpin these principles, including the Data Protection Act 1998, the Human Rights Act 1998, the Freedom of Information Act 2000 and the NHS Code of Practice on Confidentiality 2003. All NHS organisations are charged with ensuring they are compliant with these functions and in so doing have to appoint a Caldicott Guardian and a Senior Information Risk Owner (the Chief Operating Officer fulfils this role).</p> <p>The Caldicott Guardian must be a member of the Governing Board, must be a senior health professional and must have responsibility for promoting clinical governance functions within the organisation (or have strong links with the person who does).</p> <p>Dr Richard Oliver has been Caldicott Guardian for the CCG since 2011 but now that he is standing down as clinical director, that role has to pass on to another clinician. Dr Andrew McGinty, CCG Governing Body GP, has agreed to take on the position from 1 April 2014, subject to approval by Governing Body</p>	
Assurance Framework (AF)	
<p>This paper supports the following principal risks identified in the Assurance Framework:</p> <ul style="list-style-type: none"> 1.1 supports public confidence through good communication 5.5 adheres to governance arrangements to support the Nolan Principles <p>Is this an existing or additional control: Existing</p>	
Equality/Diversity Impact	
<p>Has an equality impact assessment been undertaken? Not applicable</p> <p>Which of the 9 Protected Characteristics does it have an impact on? None</p>	
Public and Patient Engagement	
Please list PPE activity: None planned	

Recommendations

The Governing Body is asked to approve the appointment of Dr Andrew McGinty as Caldicott Guardian from 1 April 2014

Caldicott Guardian

Governing Body meeting

3 April 2014

1. Introduction / Background

The Caldicott report of 1997 laid out a series of principles governing the use of patient identifiable information. These were:

1. Justify the purpose for using confidential information
2. Only use such information where necessary
3. Use the minimum information required
4. Access to the information should be on a strict need to know basis
5. Everyone must understand his/her responsibilities
6. To understand and comply with the law

A number of legal frameworks underpin these principles, including the Data Protection Act 1998, the Human Rights Act 1998, the Freedom of Information Act 2000 and the NHS Code of Practice on Confidentiality 2003. All NHS organisations are charged with ensuring they are compliant with these functions and in so doing have to appoint a Caldicott Guardian and a Senior Information Risk Owner (the Chief Operating Officer, fulfils this role)

The Caldicott Guardian must be a member of the Governing Board, must be a senior health professional and must have responsibility for promoting clinical governance functions within the organisation (or have strong links with the person who does). The Guardian has a role in promoting information governance at board level and, as a result, throughout the organisation. To perform the role, the Caldicott Guardian should be adequately trained and there are a number of e-learning packages to help with this, as well as regional support groups which have recently been established.

Dr Richard Oliver has been Caldicott Guardian for the CCG since 2011 but now that he is standing down as clinical director that role has to pass on to another clinician. Dr Andrew McGinty, CCG Governing Body GP, has agreed to take on the position from 1 April 2014, subject to approval by Governing Body.

2. Recommendations

The Governing Body is asked to approve the appointment of Dr Andrew McGinty as Caldicott Guardian from 1 April 2014

Dr Tim Moorhead
CCG Chair
March 2014