

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Transporting Personal or Patient Information Off Site	Doc. No.	IG402
Scope	<u>All Urgent Care 24 staff</u>; Operational, Clinical and Admin. Teams delivering the Service at Wavertree and all Urgent Care Centres		
Purpose	To ensure that if personal or patient information has to be taken off site it is done so safely and securely with no compromise to the personal or patient information and in accordance with the principles of data protection and Caldicott		
Guidelines	To ensure personal or patient information is transported in accordance with Data Protection Principle 7 Caldicott Principles 4 and 6 to ensure the confidentiality of the information transported		
PROCEDURE		RESPONSIBILITY	
1	Personal or patient information should only be taken off site if absolutely necessary and in accordance with local policy	Operational, Clinical and Admin Teams	
2	A record must be made of what information is being taken off site, where it is being taken, why it is being taken off site and to whom it is being taken	Operational, Clinical and Admin Teams	
3	If the information is to be returned a record of its return must be made recording the date and time of its return, the name of the individual returning it, the name of the recipient and from where they have come	Operational, Clinical and Admin Teams	
4	Patient or personal information, on any media, be it paper or electronic, must be stored safely while it is being transported – the individual transporting the information is responsible for its safe-keeping	Operational, Clinical and Admin Teams	
5	If information is lost or stolen in transit the Manager responsible for the information must be informed immediately and an incident detailing the loss recorded on Datix	Operational, Clinical and Admin Teams	

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title		Transporting Personal or Patient Information Off Site		Doc. No.	IG402
Version			V4		
Supersedes			All Previous Versions		
Approving Managers/Committee			Information Governance Lead Manager		
Date Ratified			March 2011 (original)		
Department of Originator			Information Governance		
Responsible Executive Director			Director of Finance		
Responsible Manager/Support			Information Governance Lead		
Date Issued			March 2011 (original)		
Next Review Date			January 2019		
Target Audience			Operational, Clinical and Administrative Teams		
Version	Date	Control Reason		Accountable Person for this Version	
V1-V3	03/2011-01/2015	Reviewed and updated		Various	
V4	01/2017	Reviewed and updated		IG Lead	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Urgent Care 24 Intranet / Corporate Policies/ Current SOPS/ Information Governance section.		Standard Operating Procedures File in the Call Centre.	
Document Status: This is a controlled document. Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.					