



GP Experts Ltd

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*The expert services of Dr Alastair Bint are provided by GP Experts Ltd.
Company number 08353272 VAT registration number 133153156*

DATA GOVERNANCE POLICY

General

1. All confidential information must be kept secure
2. Dr Bint and any staff he uses must understand and be adequately trained in information governance and data security including obligations under the Data Protection Act 1998 and its successor legislation May 2018 and where relevant, NHS and GMC guidance on Information Governance.

Use and Storage of Data

1. All data must only be used for the purposes for which it has been provided and must not be shared with any third party without prior written consent from the provider of the information.
2. Data must be processed and stored securely whether in physical or electronic form.

Transporting and Transmitting Data

1. There must be appropriate safeguards in place to protect data from loss, theft, corruption, or unauthorised access during removal, transportation or transmission.

For example:

- (a) Portable data must be held on encrypted drives / USB sticks or discs.
- (b) Electronically transmitted reports and advice must be encrypted.
- (c) Avoid removing or transporting physical paper files where possible and, if unavoidable, ensure that appropriate security measures are put in place. For example where paper files are to be posted they must be clearly marked as confidential, be appropriately packaged so as to preserve confidentiality and be sent via a secure courier or recorded/special delivery Royal Mail service.
- (d) Faxes should be avoided unless absolutely necessary, in which case secure fax must be used.

Retention of data

1. Data must not be retained in any form, whether electronic or paper, for longer than is necessary or given its purpose.

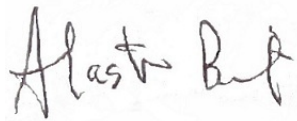
Disposal of data

1. There must be a method of secure disposal of electronic, paper or CD based files when holding the files is no longer necessary. In practice, paper files are shredded and CDs are physically destroyed.
2. When disposing of any computer, hard-drive, removable-drive or other removable media on which data has been stored, physical destruction and use of specialist deletion and over-writing software is required.

Data Breaches

1. Any loss, theft, or corruption of, or unauthorised access to data must be reported to the provider of the data immediately and to the ICO within 72 hours.

Questions about this data policy can be emailed to alastairbint@nhs.net

A handwritten signature in black ink that reads "Alastair Bint". The signature is written in a cursive style with a large initial 'A' and a stylized 'B'.

Dr Alastair Bint

MBChB DGM DFSRH DRCOG FRCGP MEWI PG Cert