

## The Role of the Caldicott Guardian

The Role of the Caldicott Guardian is to make sure that the personal information about those who use Rowcroft clinical services is used legally, ethically and appropriately, and that confidentiality is maintained.

To ensure high standards for handling person-identifiable information relating to patients, service users and their care is upheld. Confidentiality also extends to their relatives, staff and others.

There are seven Caldicott Principles which apply when considering requests for patient data which are:

1. Justify the purpose
2. Don't use personal confidential data unless it is absolutely necessary
3. Use the minimum necessary personal confidential data
4. Access to personal confidential data should be on a strict need-to-know basis
5. Everyone with access to personal confidential data should be aware of their responsibility
6. Comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

To ensure that the organisation meets these principles it is important that request for patient related data goes through the correct channels. Therefore we have set up a monitored Caldicott email address [caldicott@rowcrofthospice.org.uk](mailto:caldicott@rowcrofthospice.org.uk).

If you have any further questions please contact Rowcroft Hospice on 01803 210800.