



## KEY RESPONSIBILITIES FOR NHS HAMPSHIRE & IOW INTEGRATED CARE BOARD CALDICOTT GUARDIAN

A Caldicott Guardian is a nominated Board member of the ICB ideally from a clinical background who will be responsible for championing/representing/liasing with other organisation on matters regarding personal confidential data.

The Caldicott Guardian will be a member of the Information Governance Working Group who has a particular responsibility for reflecting patients' interests regarding the use of person confidential data. The Caldicott Guardian is responsible for ensuring person confidential data is shared in an appropriate and secure manner.

The Caldicott Guardian ensures that an issues log is maintained showing issues that arise in respect of information governance within the CCG with regards to sharing information.

The Caldicott Guardian will play a key role in ensuring the CCG satisfies the highest practical standards for handling patient confidential data

### **The role of the Caldicott Guardian should include:**

- Registering on the National Register of Caldicott Guardians.
- Complete mandatory training for Caldicott Guardians in order to develop knowledge of confidentiality and data protection.
- Work as part of a broader Information Governance function and attend IG meetings.
- Act as the 'conscience' of the organisation by actively supporting work to facilitate and enable information sharing, and advise on options for lawful and ethical processing of information as required.
- Represent and champion Information Governance requirements and issues at Board/ senior management team level.
- Ensure that confidentiality issues are appropriately reflected in organisational strategies, policies and working procedures for staff.
- Oversee all arrangements, protocols and procedures where personal confidential data may be shared with external bodies both within, and outside, the NHS and CSSRs. This includes flows of information to and from partner agencies, sharing through the NHS Care Records Service (NHS CRS) and related new IT systems, disclosure to research interests and disclosure to the Police.
- Liaise with other organisations on matters regarding personal confidential data.
- Approve and sign off Privacy Impact Assessments for the CCG's

### **Key Caldicott Responsibilities as outlined in the DH Caldicott Guardian Manual:**

**Strategy & Governance:** the Caldicott Guardian should champion confidentiality issues at Board/senior management team level, should sit on the CCG's Information Governance Working Group and act as both the 'conscience' of the organisation and as an enabler for appropriate information sharing.

**Confidentiality & Data Protection expertise:** the Caldicott Guardian should develop a knowledge of confidentiality and data protection matters, drawing upon the expertise of the CSU Information Governance Team to support the Caldicott function but also on external sources of advice and guidance where available.

**Internal Information Processing:** the Caldicott Guardian should ensure that confidentiality issues are appropriately reflected in organisational strategies, policies and working procedures for staff. The key

areas of work that need to be addressed by the CCG's Caldicott function are detailed in the Information Governance Toolkit.