

## PROMOTE GOOD PRACTICE IN HANDLING INFORMATION 2 ESSAY

*This Act gives the individual, the right to see recorded information about them. The Human Rights Act Get Your Custom Essay on Promote good practice in handling information Just from \$13,9/Page. Get Essay OUTCOME describe.*

You can write to the department with a request form or a letter requesting access to the information. This means that an individual's wish to protect his or her privacy must be balanced against the needs of the relevant public authority to obtain or use specified information. Showing people policies legislation and procedures about handling information and monitoring the way they handle peoples information and offering them guidance and advice on how to handle peoples information in the most secure way meeting the legislation that is in place, advise them to read the data protection act and the companies code of conduct. Electronic records should be backed up either on a USB stick or a server to make sure records are not lost. Records must always be factual and not an opinion, they must be accurate and legible for others to be able to read. Not discussing information with people on the telephone or if you do doing this in private so no one else can hear. The Health and Social Care Act You may also be interested in the following: promote effective handling of information in care settings How to cite this page Choose cite format:. Words: , Paragraphs: 19, Pages: 5 Publication date: May 13, Sorry, but copying text is forbidden on this website! The electronic security systems are generally held on computer protected via passwords and firewall. For example if the NHS holds information about you under the Freedom of Information Act you have a right to know what this information is and who it is available to. It highlights 8 principles that define good practice when handling someone else's personal data and breaching these principles can lead to serious legal implications. NHS Code of Practice. To support new employees on this vital task during orientation the policies and procedures should be gone over as well as examples scenarios to help drive home the topic. The Guardian plays a key role in ensuring that NHS, Councils with Social Services Responsibilities and partner organisations satisfy the highest practical standards for handling patient identifiable information. This Act gives the individual, the right to see recorded information about them. Carers Code of Practice One of the central codes of practice in health and social care has been provided by the GSCC and it sets standards of practice and behaviour for staff working in that field, including standards for handling information and maintaining confidentiality. These regulations apply to all regulated activities that an individual may want to participate in. So this is where you need to explain how she should have dealt with it, contributing is putting it down on records which are the support plans etc. This increasing amount of personal date being stored began to worry people as they were concerned that others could access this data. How to cite this page Choose cite format:. The Data Protection Act is in place to ensure that there is a balance between the rights of individuals to privacy and the ability for organisations to use data for the purposes of their business. This ensures confidentiality and who gets to see them. Some computers are not connected to the internet to avoid the risk of intervention. Acting as the 'conscience' of an organisation, the Guardian actively supports work to enable information sharing where it is appropriate to share, and advises on options for lawful and ethical processing of information.