



Information Governance Policy

For **Westdene Dental Practice**

It is the aim of the practice to comply with relevant legislation, regulations and guidelines related to information Governance. This policy provides an overview of our aims and objectives, which are:

- Information is protected against unauthorised access
- Confidentiality of personal information is maintained
- The integrity of information is maintained
- Regulatory and legislative requirements relating to information governance are met
- Business continuity plans are set up and reviewed
- Information governance training is available to all staff proportionate to their role
- Breaches of confidentiality or information security, actual or suspected, are reported and investigated
- Patients are informed of their right of access to personal information and this right is respected

Associated policies and procedures

This Information Governance policy is supported by the following policies and procedures:

Polices

Complaints
Confidentiality
Data protection
Information governance

Procedures

Information governance procedures
Records management
Staff confidentiality code of conduct in
Emergency planning and business continuity

Responsibilities

The Providers **E.Webb/F.Wahed** have overall responsibility for Information Governance.

The Information Governance Lead is responsible for:

- Reviewing IG policy and procedures for compliance with law, guidance and Caldicott Principles
- Providing advice, training and guidelines to staff
- Maintaining up to date training records
- Ensuring that patient data is kept securely
- Ensuring that patients are appropriately informed about the use of their personal information and how to obtain copies of data held
- Updating and providing the *Patient leaflet on Personal Information* when appropriate

All staff, whether permanent, temporary or contracted, and contractors are responsible for ensuring that they are aware of and comply with the requirements of this policy and the procedures and guidelines that support it.

I approve this policy and will review it on annual basis:

Information Governance Lead name: **E.Webb/F.Wahed**

Signature:

Date: