Caldicott Guardian Factsheet

The Caldicott Guardian is responsible for ensuring that all personal confidential data is handled legally, ethically, and responsibly, providing guidance on all matters related to information sharing and confidentiality. A key part of the role is to ensure that the seven Caldicott principles are applied using common sense and within the requirements of the law.

The Seven Principles

1. Justify the purpose of personal confidential data.
2. Only use personal confidential data when necessary
3. Use the minimum personal confidential data.
4. Personal confidential data should be accessed on a need-to-know basis.
5. Everyone who accesses to personal confidential data must know their responsibilities.
6. Full compliance with the law
7. Sharing Information can be just as important as maintaining patient confidentiality.

Responsibilities

Strategy and Governance: The Caldicott Guardian will raise all appropriate issues related to personal confidential data to the COO and Executive team.

Expertise: The Caldicott Guardian must develop a working and up-to-date knowledge of confidential and data protection practices and will advise staff on the correct use of personal confidential data.

Information Processing: The Caldicott Guardian ensures all confidentiality issues are addressed appropriately within the organisation's policies, strategies, and staff procedures and should be notified of any data breaches or complaints relating to the processing of personal confidential data.

Information Sharing: If confidential data is shared with any external organisation, the Caldicott Guardian is responsible for overseeing the procedures, protocols and arrangements that govern the sharing process. Instances include disclosing information to the police, disclosing information for research purposes, sharing information across IT systems, or sending information to and receiving information from partner agencies.

PMG Caldicott Guardian is **Matthew Barker.** Matthew should be contacted for advice relating to information governance or in the event of a breach of confidentiality.