



1.0 <b>Title:</b>	<b>CODE OF PRACTICE ON THE CONFIDENTIALITY OF SERVICE USER INFORMATION</b> <b>(Trustwide Document)</b>		
2.0 <b>Author(s)</b>	Department of Health		
3.0 <b>Ownership:</b>	Finance and ICT Directorate		
4.0 <b>Date of SEMT Approval:</b>		5.0 <b>Date of Trust Board Approval:</b>	2009 (v1)
6.0 <b>Operational Date:</b>	16 March 2016 (date of reissue)	7.0 <b>Review Date:</b>	May 2019
<b>Version No:</b>	Version 0.3.1	<b>Supersedes:</b>	DHSSPS Code of Confidentiality of Service Users Information 2009
8.0 <b>Key words:</b>	Confidentiality		
9.0 <b>Other Relevant Policies:</b>	<ul style="list-style-type: none"> <li>- Records Management Strategy 2015 – 2020</li> <li>- Records Management Policy</li> <li>- Information Governance Strategy 2015-2018</li> <li>- Information Governance Policy</li> <li>- Information Risk Policy</li> <li>- Freedom of Information Act 2000 and Environmental Information Regulations 2004</li> <li>- Data Protection Act 1998 Policy</li> <li>- DHSSPS Good Records, Good Management, Part 1</li> <li>- DHSSPS Good Records, Good Management, Part 2 – Retention and Disposal</li> </ul>		

<b>Version Control for Drafts:</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Comments</b>
2009	V0.1	AV	Adoption of DHSSPS Code of Practice on Confidentiality
March 2012	V0.2	AV	Adoption of updated Code – DHSSPS Code of Practice on Protecting the Confidentiality of Service User Information
February 2016	V.0.3	AV	Reviewed and placed on different policy format
16 March 2016	V.0.3.1	AV	To IG Steering Group for noting and re-issuing to staff and placed on Trust internet and intranet
1 March 2018	V.0.3.2	AV	Web address updated
1 May 2019	V.0.4	AV	New Code of Practice for Protecting the Confidentiality of Service User Information issued in April 2019 by Department of Health

## **1.0 Code of Practice on Protecting the Confidentiality of Service User Information**

The Northern Ireland Ambulance Service has adopted the Department of Health Code of Practice on Protecting the Confidentiality of Service User information. This is a live document which will be updated and maintained by the Department of Health.

This is a web document which is accessible via the link below:

<https://www.health-ni.gov.uk/publications/code-practice-protecting-confidentiality-service-user-information>