

Check Before Sending

Always check addresses and paperwork before you seal and send it

A patient must only receive a letter intended for them self – not somebody else's personal details

Ensure staff follow procedures, as simple checks will prevent data breaches from happening



Use the confidential waste bins!

For any papers that contain personal, confidential or identifiable information – dispose of them correctly, and DO NOT take them home with you



GDPR Lawful Basis for Processing Personal Information

Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Vital interests: the processing is necessary to protect someone's life.

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law

Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

At least one of these must be applied when processing personal data



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