

The Caldicott principles

(The Caldicott Committee (December 1997), Dept of Health)

A-cute Medical Event Services procedures are designed to comply with the 7 NHS Caldicott Principles.

A-cute Medical Event Services minimises the use of identifiable data - any request for use of identifiable data is referred for specific approval by the registered manager in line with the current legislation and the Caldicot Principles.

A-cute Medical Services provides a safe environment to implement Caldicott-approved use of data.

A 7th Caldicott Principle was added in the March 2013 [Information Governance Review](#) conducted by Dame Fiona Caldicott.

➤ **Principle 1**

Justify the purpose(s)

Every proposed use or transfer of patient-identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.

➤ **Principle 2**

Don't use patient-identifiable information unless it is absolutely necessary

Patient-identifiable data items should not be used unless there is no alternative.

➤ **Principle 3**

Use the minimum necessary patient-identifiable information

Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identifiably.

➤ **Principle 4**

Access to patient-identifiable information should be on a strict need to know basis

Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.

➤ **Principle 5**

Everyone should be aware of their responsibilities

Action should be taken to ensure that those handling patient-identifiable information, (both clinical and non-clinical staff) are made fully aware of their responsibilities and obligations to respect patient confidentiality.

➤ **Principle 6**

Understand and comply with the law

Every use of patient-identifiable information must be lawful. Someone in each organisation should be responsible for ensuring that the organisation complies with legal requirements.

The Information Governance Review, April 2013 (known as Caldicott 2), added a 7th Principle:

➤ **Principle 7**

The duty to share information can be as important as the duty to protect patient confidentiality

Health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by these principles. They should be supported by the policies of their employers, regulators and professional bodies.