

IG PRIMARY CARE NEWSLETTER



SEPTEMBER EDITION

PG. 2 Password Management – as one of the biggest threats to GDPR compliance are you - PASSWORD1234?

PG. 3 Adoption Patient records – brief guidance around this sensitive area.

PG. 4 News – current stories of interest from the Information Commissioner's Office.



INTRODUCTION AND TRAINING

We have officially kicked off our Primary Care Data Security and Protection Training for 2019! We highly recommend these invaluable sessions which cover:

General information governance procedures

Data Protection Legislation

Data Security and Protection Toolkit requirements

Each attendee will receive a certificate, detailing what topics have been covered, an invaluable DSPT checklist and a copy of the presentation.

There are still spaces available across the regions so please do get yourselves booked on if you haven't already done so, using the following link:

<https://bookwhen.com/igtraining>

For help and support please contact the IG Service Hub on 01782 872648 or email mlcsu.ig@nhs.net

PASSWORD MANAGEMENT

Passwords are one of the biggest threats to GDPR compliance. It is recommended that every password be a random mixture of characters, which can be challenging! We have listed below some helpful tips and tools in creating passwords:

- A strong password should never contain a recognisable word.
- Memorable sentences can be a great way to remember a password: E.g.: **R**aymond **S**ent **M**e an **E**mail **t**elling **m**e to use **M**emorable **P**assword!! Now becomes = **RSMEtmtuMP!!**
- It is not recommended to use your own DOB or those of close family or friends but some memorable dates e.g. These can be incorporated into a memorable sentence.
- 8-character password using mixed case and numbers will take 5.88 years to crack using a computer (or 31 minutes if using a botnet)
- 10-character password using letters, numbers and symbols could take 289,217 years using a computer (or 3 years if using a botnet)
- 40-character password that is just mixed case (no special symbols or characters) will take more than a thousand years





ADOPTED PATIENT RECORDS

Current legislation requires that all adopted patients are given a new NHS number, and all previous medical information is put into a newly created medical record.

- Any information relating to the identity or whereabouts of the birth parents should not be included in the new record.
- Whilst changing or omitting information from medical records would usually be contrary to ethical and professional guidance, this is not the case for the records of adopted patient and there is a legal requirement that it takes place.
- Do not make any changes that conceal or alter the patient's clinical history, however, steps should be taken to prevent disclosure of their pre-adoptive identity
- The pre-adoptive identity must be regarded as confidential and practices must have robust systems in place to manage disclosure and/or access.

Further guidance on adoption medical records can be found using the following link:

<https://pcse.england.nhs.uk/media/1247/adoption-medical-records-practice-guide.pdf>

“We carry within us the wonders we seek around us.” (Sir Thomas Browne)



IN THE NEWS THIS MONTH

Recent Decision Notices from the Information Commissioner's Office:

London Ambulance Service NHS Trust – The complainant requested information relating to the outcome of an exercise carried out by the Contacts Management Team at the Trust with the contractor Interserve (Make Ready Contract). The Commissioner considers that the Trust has breached section 10(1) FOIA in the handling of this request. The Commissioner requires the public authority to provide the complainant with a response to this request in accordance with its obligations under FOIA

ICO Non-payment of the data protection fee -Between 1 April and 30 June 2019, the ICO issued **200** monetary penalties to organisations that have not paid the data protection fee.

- 192 organisations have been issued with a monetary penalty of £400
 - 7 organisations have been issued with a monetary penalty of £600
 - 1 organisation has been issued with a monetary penalty of £4000.
- **32 of these fines were issued to the Health sector.**
 - **56 of the fines were issued to the Social Care sector.**

If you receive a renewal reminder, don't ignore it, make sure you pay on time or let the ICO know if you no longer need to pay.

