



v1.0

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# Staff Data Security and Protection Code of Conduct

### Skills for Care Code of Conduct

Skills for Care have written the Code of Conduct for all adult social care workers and healthcare support workers in England. This Code of Conduct was designed to help workers “provide high quality, safe and compassionate care and support.”

In terms of Data Security and Protection, statement 2 is particularly relevant:

“Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times”.

Respecting the data rights of our service users and employees is of utmost importance to Echogenicity Limited (hereafter referred to as “us”, “we”, or “our”).

During your job you may be required to handle, collect, or share information of a sensitive nature. It is vital that our policies and processes are followed when you handle personal information. This will ensure that our staff and service user’s rights, dignity and wellbeing are promoted at all times.

You must not disclose, either during or after your employment here:

- i. any trade secrets e.g. financial & staff information or;
- ii. other sensitive personal information or confidential information e.g. service user medical records & payroll details.

Except where this is necessary for your job or if you are required to do so by law.

We provide training to all staff on data security and protection and proper information sharing. If you feel that you require more training, or if you have any questions or concerns, please contact Verity Williams Curnow.

So that we can make sure that confidential information is accessed by those individuals that have a legitimate right of access, we undertake monitoring on a regular basis. Audits are also carried out with a view to discover whether confidentiality has been breached. It is important that you know that if we discover that our policies and procedures have been breached, this may result in disciplinary action including dismissal.

Our Data Security and Protection Lead Verity Williams Curnow and they should be your first contact point if you have any questions or concerns.

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## Scanning Cornwall’s Hearts