

## Connecting Care System Logon & 'disclaimer'

**The message below will be displayed on the logon screen each time a user logs into Connecting Care.**

Connecting Care must only be used for work related purposes, where you have a justified reason to access data on individuals. All use is monitored and disciplinary/legal action will be considered in relation to any inappropriate use.

Significant effort is made by all contributing parties to provide data which is accurate and up to date, however key information should always be checked with the subject of the record if at all possible and no clinical/care decisions made solely on the basis of the record within Connecting Care.

As Connecting Care draws information from many source systems, it is reliant on those systems being up to date. There can be delays of data entry on source systems, so the absence of information in any part of Connecting Care doesn't mean there isn't any data.

**One of the following messages will be displayed each time a user logs in to Connecting Care. These will rotate on a weekly basis.**

The messages are based on the 7 Caldicott principles for handling Person Identifiable Information. More information on the principles can be found in the [Caldicott 2 Review](#)

### **Caldicott principles**

- 1) Justify the purpose
- 2) Don't use unless absolutely necessary
- 3) Use the minimum information
- 4) Access on a need to know basis
- 5) Aware of responsibilities
- 6) Comply with the law
- 7) Duty to share can be as important as the duty to protect

**Justify:**

You should only access an individual's record in Connecting Care to support the provision of health and social care services for the individual. This must be where you either have an existing care-based 'legitimate reason/relationship' to see their record, or, where this doesn't exist, you must ask for their consent.

**Necessity:**

Records in Connecting Care should be used to provide a detailed picture of the health and social care services to the individual. You should only access a record if it is necessary to gain a wider knowledge of the care services involved. Where you do need to gain a wider knowledge, then it is entirely appropriate to check their Connecting Care record.

**Minimum:**

Records in Connecting Care are NOT the full records from each agency, but have been designed to be the key information. You may record this data in your own records, but remember only to record the minimum information necessary. Do not simply print large sections and insert in your own records. Too much information is as much a problem as too little.

**Need to know:**

You have access to Connecting Care as it will provide significant benefit for the services you deliver. You may be asked to share data from Connecting Care with other professionals who don't have access. Do not let them use your login details. You can share information with them provided you are convinced of their professional 'need to know'.

**Your responsibilities:**

As with all systems holding personal data, you should not share your access. You should not leave your screen unlocked or visible to others. Any printed material should be secured and when finished with disposed of via confidential waste. You must not access your own record or records of people that you are not providing care for. If unsure of your responsibilities contact your organisational lead for Information Governance.

**Comply with the law:**

Remember, the law is changing and as of the 25<sup>th</sup> May 2018, there will now be fines for "non-compliance" with data protection regulations, not just security breaches. These fines can be a maximum of 4% of the organisations' annual turnover, or around £18M, whichever is highest.

**Duty to share/protect:**

It is now clearly recognised it can be as important to share information as it is to protect it. This is the basis on which Connecting Care has been developed. It aims to strike the balance between sharing and protecting data. If you feel more information should be available, or conversely the system is not protecting data adequately, do let us know. Likewise you are under a duty to protect the information that is shared with you via Connecting Care.

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