

Handle information in health and social care settings essay sample

[Health & Medicine](#), [Healthcare](#)



Outcome one Understand the need for secure handling of information in health and social care settings. 1. 1 Identify the legislation that relates to the recording, storage and sharing of information in health and social care. The main piece of legislation that relates to the recording, storage and sharing of information in health and social care is the Data Protection Act 1998. This covers the medical, social, credit information and the local authority. The main points to the Data Protection Act are: The data must be

Fairly and lawfully processed.

Processed for intended purposes.

Adequate, relevant and not excessive.

Accurate.

Not kept for longer than necessary.

Processed in accordance with the data subject rights.

Kept secure and not shared without correct permission or transferred to countries without adequate protection.

1. 2 Explain why it is important to have secure systems for recording and storing information in a health and social care setting.

It is important to have a secure system for the recording and storing of information in health and social care to ensure the necessary safeguards and appropriate uses of personal information are in place. It also ensures that only the correct individuals can access this information. Once it has been documented the information is permanent. The information is very personal for example, bank details, medical history and family background. This needs to be kept as confidential as possible. The Data protection act provides this

for individuals. Outcome Two know how to access support for handling information.

2. 1 Describe how to access guidance, information and advice about handling information. First I would go to my senior. Then I would ask my senior manager if the senior could not answer my enquiry. Any general information can be found in the policies and procedures in the senior office. I would read through the data Protection act. I could also use the internet. 2. 2 Explain what actions to take when there are concerns over the recordings, sorting or sharing of information. Actions to take would be to put all your concerns in writing and be clear about dates and times and what step you have already taken and any responses you have already had. You would first report to your senior or manager. If the situation was not dealt with then I would take my concerns further. You could also need to involve the trade union or a professional organisation in order to support you in the situation.