

THE CALDICOTT PRINCIPLES

SUMMARY OF THE 6 CALDICOTT GENERAL PRINCIPLES :

Principle 1 - Justify the purpose(s)

Every proposed use or transfer of personally-identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by the Caldicott Guardian.

Principle 2 - Don't use personally-identifiable information unless it is absolutely necessary

Information items which can identify an individual should not be used unless there is no alternative.

Principle 3 - Use the minimum that is required

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

Principle 4 - Access to personally-identifiable information should be on a strict need to know basis

Only those individuals who need access to personal 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 personally-identifiable information - both practitioner and non-practitioner staff – are aware of their responsibilities and obligations to respect an individual's confidentiality and privacy.

Principle 6 - Understand and comply with the law

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