

Data Quality Policy

1. Introduction

This policy is applicable to all practice employees and any contactors under contract to the Practice. This policy sets out the conduct that the Practice expects, from all staff that are directly employed by the Tudor Surgery and for whom the Practice has legal responsibility. This policy is also applicable to staff on work experience, working under an honorary contract and those authorised to undertake work on behalf of the Practice.

This policy relates to all clinical and non-clinical operational data held in any format, by the Practice. Including (the list is not exhaustive):

- Administrative (including personnel, estates, financial and accounting records, contract records, litigation and records associated with complaint-handling)
- Data in all electronic formats, including emails, databases
- Data held on memory cards for digital devices

The policy should be read in conjunction with the following Practice documents:

- Confidentiality and Data Protection Policy
- Information Security Policy
- Access to Health Records Policy
- Freedom of Information and Environmental Information Regulations Policy

2. Responsibilities

The data quality policy is aimed at meeting the patients' needs for high-quality and secure data processing of medical services while preserving and improving the quality of the services provided and preparing competent and competitive specialists who can apply the national and the international regulatory requirements in that matter. The practice is aiming to provide the highest quality of medical services through effective use of available resources. All staff are expected to cooperate with including those working on behalf of the practice, while preserving the confidentiality, integrity and available of information for their patients and partners.

Practice employees are reminded that records containing personal information are subject to the UK GDPR and the Data Protection Act 2018. Information containing personal; or sensitive data should be disposed of confidentially.

All Practice staff are responsible for ensuring that they keep appropriate records of their work for the Practice and maintaining the security of the records they create or use.

Tudor Surgery is committed to implementing the Data Quality Policy in the following strategic directions:

- Developing the best practices for assessing and controlling data quality;
- Ensuring continuous improvement of the processes, services and procedures for collecting, maintaining and recording data;
- Communicating in a professional, open and transparent manner with all patients and partners;
- Providing complete, accurate, appropriate, accessible and valid data in accordance with the UK GDPR and Data Protection Act 2018.
- To provide and support professional development of staff members;
- To optimise and effectively manage data by monitoring and managing the processes implemented in the Practice;
- Ensuring the confidentiality, integrity and access to all physical and electronic data information.
- To undertake a Data Protection Impact Assessments using planning, selecting, implementing and maintaining adequate organisational and technical measures to protect it, based on risk analysis and applying regulatory

Data Quality Policy

and contractual requirements;

- Providing adequate training for all employees of Tudor Surgery on the issues of processing, recording and maintaining complete, accurate, accessible, appropriate and up-to-date data and keep employee aware of the importance of their personal contribution to it;
- Ensuring adequate check and identification of the reasons for suspected and identified data breaches of Tudor Surgery;
- Setting quality data protection requirements for all employees, including those working on behalf of the practice;

4. Legal Obligations and Standards

The key legislation and guidance supporting the Data Quality policy are:

- Records Management NHS Code of Practice 2021
- Data Protection Act 2018
- The General Data Protection Regulation 2016 and UK GDPR 2021
- The Access to Health Records Act 1990
- Freedom of Information Act 2000
- The Common Law Duty of Confidentiality
- Equality Act 2010 and the Human Rights Act 1998

5. Incident Reporting

All staff have an obligation to report an incident when personal confidential information for which they are responsible for is missing or stolen or they believe inappropriate access has taken place. They must inform the Practice Manager so that an initial investigation can be started.

6. Equality and Diversity

The Practice aims to design and implement policy documents that meet the diverse needs of the services, population and workforce, ensuring that none are placed at a disadvantage over others. It considers current UK legislative requirements, including the Equality Act 2010 and the Human Rights Act 1998, and promotes equal opportunities for all.

This document has been designed to ensure that no-one receives less favourable treatment due to their personal circumstances, i.e. the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and the principles of the Human Rights Act.

In carrying out its functions, the Practice must have due regard to the Public-Sector Equality Duty (PSED). This applies to all the activities for which the Practice is responsible, including policy development, review and implementation.



Data Quality Policy

7. Due Regard

This policy has been reviewed in relation to having due regard to the Public-Sector Equality Duty (PSED) of the Equality Act 2010 to eliminate discrimination, harassment, victimisation; to advance equality of opportunity; and foster good relations.

8. Review and Monitoring

The Practice Manager is responsible for regular monitoring of the quality of records and documentation and managers should periodically undertake quality control checks to ensure that the standards as detailed in this policy are maintained.

This policy will be reviewed annually unless new legislation, codes of practice or national standards are introduced.