

## Top Ten Tips to Safeguarding Personal Information

1. Always wear your name badge and escort visitors at all times, ensuring they clearly display their visitors badge
2. Keep your username and password secret and change it regularly
3. Only give out information by telephone if you know the identity of the caller and that they are entitled to the information requested.
4. It's always tempting to record personal information 'just in case' it might be useful – but you must be able to justify the purpose for which the information is required
5. Don't use personal-identifiable information unless it is absolutely necessary and even then use the minimum necessary for the purpose
6. Access to personal-identifiable information should be on a strict 'need-to-know' basis
7. Lock your PC when you are away from your desk <Ctrl><Alt><Del>
8. Leave a tidy desk, with confidential and sensitive items safely stored away
9. Keep mobile and removable computing devices stored securely when left unattended or not in use
10. When in doubt seek guidance from the Practice Manager or GPs in your practice