



## **Record Keeping Policy**

**Revised April 2013**

# Record Keeping

---

Care home name: Wellbeing Residential

## Policy Statement

Wellbeing Residential believes in the following.

1. Records required for the protection of service users and for the effective and efficient running of the home are maintained, are up to date and are accurate.
2. Service users have access to their records and information about them held by the home, as well as opportunities to help maintain their personal records.
3. Individual records and home records are kept in a secure fashion, are up to date and in good order; and are constructed, maintained and used in accordance with the Data Protection Act 1998 and other statutory requirements.

The home adheres fully to adhere to the new outcomes essential standards of quality and safety which consist of 28 regulations and its associated outcomes. They are set out by the Health and Social Care Act 2008 for regulated activities.

## Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning this home's approach to record keeping, data protection and access to records.

## Data Protection Policy

Wellbeing Residential is registered under the Data Protection Act 1998 and all storage and processing of personal data held in manual records and on computers in the home should comply with the regulations of the act. The home understands that, according to the Data Protection Act 1998, personal data should:

1. Be obtained fairly and lawfully.
2. Be held for specified and lawful purposes.
3. Be processed in accordance with the person's rights under the DPA.
4. Be adequate, relevant and not excessive in relation to that purpose.
5. Be kept accurate and up to date.
6. Not be kept for longer than is necessary for its given purpose.
7. Be subject to appropriate safeguards against unauthorised use, loss or damage.
8. Be transferred outside the European Economic Area only if the recipient country has adequate data protection.

The Data user/Data controller for the home is the Registered Manager.

## Access to Records Policy

Wellbeing Residential believes that access to information and security and privacy of data is an absolute right

of every service user and that service users are entitled to see a copy of all personal information held about them and to correct any error or omission in it.

# Procedures

Staff should do the following.

1. Ensure that all files or written information of a confidential nature are stored in a secure manner in a locked filing cabinet and are only accessed by staff who have a need and a right to access them.
2. Ensure that all files or written information of a confidential nature are not left out where they can be read by unauthorised staff or others.
3. Wherever practical or reasonable fill in all care records and residents notes in the presence of and with the co-operation of the resident concerned.
4. Ensure that all care records and residents notes, including care plans, are signed and dated.
5. Check regularly on the accuracy of data being entered into computers.
6. Always use the passwords provided to access the computer system and not abuse them by passing them on to people who should not have them.
7. Use computer screen blanking to ensure that personal data is not left on screen when not in use.

Personal data relating to service users or staff should not be kept or transported on laptops, USB sticks, or similar devices, unless authorised by the care home manager. Where personal staff or resident data is recorded on any such device it should be protected by:

- ensuring that data is only recorded on such devices where absolutely necessary
- using an encrypted system - a folder should be created to store the files that need extra protection and all files created or moved to this folder should be automatically encrypted
- ensuring that laptops or USB drives are not left lying around where they can be stolen.

# Training

All new staff should be encouraged to read the policies on data protection and on confidentiality as part of their induction process. Training in the correct method for entering information in service users records should be given to all care staff. The nominated data user/data controller for the home should be trained appropriately in the Data Protection Act 1998. All staff who need to use the computer system should be thoroughly trained in its use.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_