

Data Protection Accountability Log

Overview

One of the new principles of GDPR is to be accountable for how you collect, hold and manage patient data. You need to be able to demonstrate to the Data Protection Commissioner (DPC) that you are upholding your responsibilities as a data controller for sensitive personal health information. The DPC may audit your practices to ensure you are accountable under GDPR.

Accountability Log

To demonstrate that you are accountable, you need to keep a log. Consider this as akin to your Professional Competence log. In this accountability log you will document:

- Named data protection lead person within the practice;
- External training sessions on GDPR, such as CME meetings, online courses
- Internal training sessions for clinicians and support staff on GDPR;
- Yearly information security audits of your practice hardware, software, networks, anti-virus, firewall and backups;

Date	Event	Description
18/11/2017	RCSI Charter Day	Attendance at information session on GDPR
08/01/2018	Audit Meeting	All consultants staff meeting to review data protection guidelines
01/04/2018	Security Audit	Information Security audit by Secure Systems Ltd
26/05/2018	RCSI training day	Attendance by practice manager at workshop on GDPR

