

Data Protection Check List

It is good practice to review this check list annually. The completed check list should form part of your data protection accountability folder.

Tasks	Yes	No
1. Have you voluntarily adopted this document: 'Processing of Patient Personal Data: A Guideline for Surgeons'?		
2. Have you commissioned an information security audit of your practice computers and network?		
3. Have you identified a person in the practice with responsibility for data protection?		
4. Have you reviewed your records of processing activities to ensure all your data processing and data outflows are documented?		
5. Have you started to be accountable for data protection by assembling a folder of the required documents and by keeping a log of activities?		
6. Are you using secure clinical email to transmit patient identifiable clinical information within the healthcare environment?		
7. Do you have confidentiality agreements in place with your practice support staff?		
8. Do you have data processing agreements in place with your Practice Software Vendor, your online backup service, and any other data processors you use?		
9. Do you have processes in place to manage individual subject rights, such as the right to access?		
10. Do you have a protocol in place to manage a Data Breach?		
11. Have you identified the person or legal authority that is the data controller in your practice?		
12. Do you have a practice privacy statement on display in the waiting room and available to patients?		

Check List Reviewer: _____

Date of Review: _____