



## QUICK GUIDE

### The 7 Caldicott Principles

The Caldicott Principles were developed in 1997 following a review of how patient information was handled across the NHS. The Review Panel was chaired by Dame Fiona Caldicott and it set out six Principles that organisations should follow to ensure that information that can identify a patient is protected and only used when it is appropriate to do so. Since then, when deciding whether they needed to use information that would identify an individual, an organisation should use the Principles as a test. The Principles were extended to adult social care records in 2000.

Justify the purpose(s). Every proposed use or transfer of personal confidential data within or from an organisation should be clearly defined, scrutinised and documented.

Do not use personal confidential data unless it is absolutely necessary.

Use the minimum necessary personal confidential data.

Access to personal confidential data should be on a strict need to know basis.

Everyone with access to personal confidential data should be aware of their responsibilities.

Every use of personal confidential data must comply with legal requirements.

The duty to share information can be as important as the duty to protect confidentiality.