

New Transportation of Records Policy - Windows Internet Explorer provided by Belfast HSC Trust

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Champion, June

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## New Transportation of Records Policy

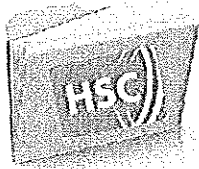
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The aim of this policy is to ensure that staff safeguard all confidential information while travelling from one facility/location to another during the course of their working day or transferring confidential information through the use of third parties such as Royal Mail or other Courier Services.

This may include confidential information contained within work diaries, notebooks, case papers, patient medical records, social care records, 'lap top' computers, etc.

The guidance covers the following areas:

- Tracking and tracing records
- Movement outside of the work base
- Records stored in the patient/clients home
- Safeguarding of information transported between facilities/locations
- Use of postal or courier services and
- Specific guidance for removable equipment and media



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Alex Esson  
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