

Working Well for your occupational health record Communication- Data Protection	Issue 1: Nov 2015 WWR--020
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The Data Protection Act (DPA) states that:

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss of or destruction of, or damage to, personal data”.

This is the seventh data protection principle. In practice, it means you must have appropriate security to prevent the personal data you hold being accidentally or deliberately compromised.

A generic stem password is not considered to comply with the DPA. A court of law is unlikely to uphold that we have adequately met our duties to appropriately protect the data from being unlawfully accessed.

Staff must ensure that data is kept securely. This means that the data itself is safe from corruption, deletion, accidental or unauthorised change and physical damage.

In line with this advice and in order to protect both you as a valued client and ensure we meet our obligations as a Data Controller, we have aligned our security password with a unique identifier:

ww - will be generic to identify it is an occupational health report

DOB – As the individual identifier

E.g. person with DOB 1st January 1968:

Password: **ww010168**

All Dates of Birth are required on completion Working Well forms and therefore should be accessible to all managers. Please do not hesitate to contact Working Well if you wish to discuss.

References: 2gether Data Protection & Confidentiality Policy
The Data Protection Act (1998)