

**From** Tim England  
**To** Terry Debbie (ICT)  
**Cc** Philip Bath; Margaret Adrian  
**Subject** Re: Caldicott Guardian and TARDIS trial

**Date** 8 April 2009 12:32:33 GMT+01:00

Dear Debbie,  
Thank you for your comprehensive reply. I'm sure that what you have provided will be more than sufficient to satisfy our trial steering committee.  
Regards  
Tim

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On 8/4/09 12:01, "Terry Debbie (ICT)" <Debbie.Terry@nuh.nhs.uk> wrote:

- > Dear Tim
- >
- > Firstly, I must apologise for the lengthy delay in responding to your
- > emails. I have been away and I don't think you would have received the
- > automated reply to inform you of my absence.
- >
- > I am not the Caldicott Guardian - that role is usually occupied by a
- > senior clinician who holds some authority. My role is to provide support
- > and expert advice on information governance matters. Unfortunately the
- > CG post is currently vacant, so whilst I am happy to give you the advice
- > that I would ordinarily have given him/her in this matter. I can only
- > advise you and suggest that you contact Dr Stephen Fowle who as Medical
- > Director has the authority and may be willing to provide you with a
- > letter indicating our support to your project.
- >
- > I know that the process of Ethics approval includes consideration of the
- > confidentiality and consent requirements in research, so I assume that
- > you have procedures in place to inform your research subjects about how
- > you intend to use their data and to obtain their consent, and that you
- > do not need any further advice from me in that respect. If you do, then
- > please do not hesitate to ask, or alternatively R&D would be able to
- > help.
- >
- > You say that your main concern is about faxing confidential information.
- > In actual fact faxing is considered to be one of the safest methods of
- > sending patient data. The only risk is accidentally sending it to the
- > wrong place by mis-dialling, so a short procedure to make certain that a
- > secure and correct link is established between two fax machines before
- > confidential data is transmitted is recommended practice to mitigate
- > this risk. This is an established standard practice known as a
- > "Safe-Haven" and is recommended by the Department of Health. It is
- > simply a process of first siting the machine in a physically secure
- > environment and then exchanging faxes with those who you want to
- > send/receive data to test and ensure a correct connection. You only need
- >
- > to do this once if you can set that connection using the fax security
- > features e.g. adding the number to a directory to make sure that safe
- > dial connection is dialled for subsequent use.
- >
- > I attach the NUH guidance and supporting information that was updated
- > and issued last year, which provides further information and will help
- > you to set this up.
- >
- > If your other centres tell their Information Governance lead or
- > Caldicott Guardian that they will be exchanging patient data via a
- > Safe-Haven Fax, then I guarantee they will know what this means and it
- > will give them some reassurance that the security measures are adequate
- > and these are the procedures they will expect to see in place. You are
- > welcome to forward this email on to others if you think it will help to
- > move this on for you.
- >
- > Finally, this guidance below has been posted on the Information
- > Governance website and I thought it might be useful. It includes an
- > information security policy template produced by the Patient Information
- > Advisory Group (now NIGB) following the furore over the data loss
- > scandals last year. If nothing else it may provide a useful check list.
- >
- >
- > Security of NHS patient data shared for research purposes (11/08/08)-
- >
- > <https://www.igt.connectingforhealth.nhs.uk/WhatsNewDocuments/NHS%20IG%20-%20security%20for%20research%20guidance.pdf>
- >
- > With regards and again my apologies for keeping you waiting for a reply.
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- >
- > Debbie
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