

## Introduction

The intention of the Data Protection registration form is to identify those research studies, which will use personal data, whether about patients, staff or others. To comply with the Data Protection Act 1998 and Caldicott principles, it is important the NHS Trust has a record of all research studies, and can illustrate that the confidentiality of those identified within the studies has been considered and is adhered to.

In brief, please find below the Data Protection Act 1998 and Caldicott principles, but more detailed information regarding these subjects can be downloaded from the NHS Trust's Intranet site, or by contacting the Data Protection Officer.

## The Principles

### Data Protection Act 1998

1. *Personal data shall be processed fairly and lawfully, and in particular shall be processed in accordance with certain schedules and conditions*
2. *Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes*
3. *Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed*
4. *Personal data shall be accurate and, where necessary, kept up to date*
5. *Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes*
6. *Personal data shall be processed in accordance with the rights of data subjects under this Act*
7. *Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data*
8. *Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data*

### Caldicott

1. *Justify the purposes for which information is required*
2. *Do not use patient identifiable information unless it is absolutely necessary*
3. *Use the minimum necessary patient identifiable information*
4. *Access to information should be on a strict need to know basis*
5. *Everyone with access should be aware of their responsibilities*
6. *Understand and comply with the law*

## Procedure

Please follow the guidance notes when completing your registration form & return it to the Research & Development (R&D) Department, or email [Research.Development@bhrhospitals.nhs.uk](mailto:Research.Development@bhrhospitals.nhs.uk)