



## **Ensuring Confidentiality**

It is very important to us to ensure confidentiality of the data sent to us and we therefore recommend that password-protected files be sent electronically through the secure **HPA document gateway** and that surnames are 'soundexed' before being sent (if this is not possible please supply the surnames and we will soundex them and then delete the surnames immediately). All data received is kept on a secure server at the Centre for Infections, Colindale. Only the 2 machines used by the CD4 Surveillance Scheme staff have access to the files that contain this data.

## **The HPA is endorsed to receive and handle patient information:**

The HPA is registered under the Data Protection Act 1998 (registration number Z7749250) to handle data for diagnostic, public health and other purposes. The Agency is very careful to maintain its procedures strictly within the requirements of the DPA. Further details of the HPA's commitment to confidentiality are available at: [www.hpa.org.uk/webw/HPAweb&Page&HPAwebAutoListDate/Page/1199451970071?p=1199451970071](http://www.hpa.org.uk/webw/HPAweb&Page&HPAwebAutoListDate/Page/1199451970071?p=1199451970071)

The HPA is also registered under Section 251 of the Health and Social Care Act 2001 and has approval from the Patient Information Advisory Group (PIAG) to handle data for purposes that include surveillance and the control of disease, even where specific patient consent has not been given. Section 251 is renewed annually.

Statutory Instrument 2002 No. 1438 in The Health Service (Control of Patient Information) Regulations 2002 provides the legal basis for this data handling. It is included on the HPA website and may also be found at <http://www.opsi.gov.uk/si/si2002/20021438.htm>