**NHS Lothian - eHealth Security Statement**

**This document is in support of the eHealth IT Security Policy with which users should familiarise themselves. This is available on the NHS Lothian Intranet. NHS Staff must read this document and agree to abide by the statements below before access is given to Systems.**

**1. Security Passwords and User ID Codes**

It is my responsibility to ensure that any system passwords allocated to me are kept confidential and secure, and are not disclosed to any other person whether or not an employee of NHS Lothian. I further understand that I will be held responsible for any transactions carried out under my ID and password

**2. Data Protection**

I acknowledge that Data Protection Legislation governs all personal data gathered or accessed by me. I understand that I may not extract personal identifiable data and hold it on any system not owned by NHS Lothian without explicit permission from the Caldicott Guardian. I further understand that when transmitting data (electronic or otherwise) I must take all reasonable precautions to ensure that the recipient is entitled to receive it and that only the intended recipient(s) will receive it.

**3. E-Mail**

As part of my duties I will have access to NHS Lothian's e-mail facilities. I acknowledge that I must not send or communicate any e-mail or attached statement containing obscene language, or of an inflammatory, derogatory or insulting nature about any person or organisation. NHS Lothian will monitor e-mail and block movement of certain e-mail attachments that are considered a threat to the infrastructure. I also acknowledge that any approved patient identifiable data be transmitted only to approved addresses out-with NHS Lothian.

**4. Internet**

As part of my duties I will have access to the Internet via NHS Lothian's network / equipment. I acknowledge that such access is intended primarily for NHS Lothian business. I may use this facility for reasonable and limited personal use provided it is with the agreement of my line manager and does not adversely affect my own or other's work. I am wholly responsible for the consequences of such access, which must not impact on network performance, conflict with NHS Lothian policies and procedures or in any way endanger NHS Lothian's legal or moral reputation. I acknowledge that such access is monitored and reported by specialised software.

**5. Computer Misuse**

I acknowledge that it is expressly forbidden to use NHS Lothian owned equipment or networks for malicious purposes e.g. hacking, software piracy, software or data theft, copyright contravention etc.

**6. Virus Protection**

If a virus is encountered it must be reported immediately to the eHealth Service Desk (x85050, 0131 536 5050 or logged yourself on http://e85050.luht.scot.nhs.uk).

**7. Unapproved Software**

I acknowledge that it is expressly forbidden to load software not licensed to NHS Lothian on to any NHS Lothian owned equipment or networks. I also acknowledge that I may not load any software not approved by NHS Lothian eHealth department.

**8. Connection of Equipment**

I acknowledge that I may not connect any non-NHS Lothian computer equipment including peripheral devices (e.g. printers, scanners, storage devices, memory sticks, PDA's, digital equipment etc) to NHS Lothian equipment or connect NHS Lothian computer equipment to any non-NHS Lothian communications system or network except to use NHS Lothian VPN.

**9. Non NHS Lothian Staff Only**

As a non NHSL employee I will complete the NHS Lothian User ID Request Form for access to NHSL systems or PAN Lothian Partnership shared systems hosted in NHSL. I will ensure this form is approved by an authorised signatory in my organisation. I will familiarise myself with and abide by the NHSL IT Security Policy, and note that all users IT access is routinely monitored. I will adhere to both my employer’s and NHSL Policies. I acknowledge that failure to comply may lead to an investigation and disciplinary action being taken by my employer or University in consultation with NHS Lothian.