NHS Greater Glasgow and Clyde

Clinical Portal Access Request for GGC Independent Contractor Groups - Community Pharmacists

Details of individual / organisation requesting data

Surname		**Forename**	
Job Title (Pharmacist/Technician)			
Employer			
	Information Commissioner's Office (ICO) No:		
Main Base (if you are a Locum please provide details for the place where you are most regularly based - if you don't have a regular place of work, please mark "Locum" in space opposite.)	**Contractor Code**		
Tel No		**Individual e-mail address (should be NHS account)**	
Professional Registration Number:		**Data Protection Training (Date)**	

Clinical Portal Role Based Access Controls (Data Access Rules)

Independent Contractor Group

A staff group comprising Qualified:
Community Pharmacists
Community Pharmacy Technicians

NHS Greater Glasgow & Clyde Security Policy

Everyone accessing NHSGGC Clinical Information has a legal duty to adhere to Data Protection legislation and keep information about patients confidential. NHSGGC take great care to make sure that we maintain high standards of confidentiality. Patient Information should be treated with respect to ensure integrity, protect it from inappropriate disclosure and to make sure that it is only available to authorised persons.

All NHSGGC Clinical applications are highly audited, access must be restricted to information required for the authorised person's job function (i.e. on a need to know basis). Evidence of who has viewed / entered / changed data in an application is contained within the audit trail. The audit trail will record the ID of the person who was logged in and note which data the person viewed / entered / changed. The audit log provides irrefutable evidence of the account that was used to perform the action and is effectively the user's signature.

Access to the system is audited; any inappropriate access will be investigated as a potential breach of patient confidentiality and if warranted, NHSGGC reserves the right to:
- **Report you to your employing organisation**
- **Report you to the ICO**
- **Report you to General Pharmaceutical Council**
- **Withdraw individual account access**

- Always ensure a password protected screensaver is activated or log off when leaving a PC
- Only view information that is relevant to the work that you are performing.
- Viewing information which is not pertinent to your work is a breach of Data Protection Legislation. (It is not permitted to view the records of a patient for whose care you are not party to) e.g.
  - ➢ **Accessing patient information where you do not have a legitimate reason for doing so**
  - ➢ **Accessing your own records / family / friends / colleagues / neighbours or people of media interest information**

- Never disclose your passwords – even to IT Support - In the event that a user deliberately discloses their username and password to a 3rd party the user and the 3rd party will be held jointly responsible for the activities of the 3rd party
- Never use somebody else's user id and password; to do so is a breach of the Computer Misuse Act.

Requestor Signature .... Date ....

Line Manager Signature ……………………………………............... Date…………………

Please return completed form to:

Community Pharmacy Development Team – ggc.cpdevteam@nhs.scot