

# Message from the Patient Survey Co-ordination Centre

## Children and Young People's Survey 2016

### Data protection and Confidentiality Reminder

Dear >>Main trust contact<<,

Following a number of information security breaches, which have occurred during the sampling process for the Children and Young People's Survey 2016, we would like to remind trusts of their responsibilities around information security and patient confidentiality.

Please ensure you read this bulletin thoroughly and disseminate it to all relevant members of staff.

#### Data protection and confidentiality

It is essential that the procedures detailed in the survey instruction manuals are strictly followed. Any deviation from these procedures can lead to breaches in patient confidentiality, can have implications for the comparability of data and its use by CQC and others, and would lead to action being taken against an NHS trust.

Please make sure you understand the data protection guidelines before you attempt to transfer any patient identifiable data to your contractor. The instruction manual sets these out in detail and is available here: [www.nhssurveys.org/survey/1844](http://www.nhssurveys.org/survey/1844)

#### Important reminders

- **Please do NOT send any patient identifiable data as an email attachment.** You should only upload data to your contractor's secure FTP site, and only **after you have received confirmation from them to do so.**
- Any patient identifiable information transferred between trusts and third parties must be in an **encrypted format with password protection.**
- **Please make sure you name your files correctly and that you only upload the intended data to your contractor's FTP site** – several breaches have occurred because trusts inadvertently transferred the wrong workbook to their contractor.
- Sample declaration forms must be approved by contractors prior to submitting sample data files.
- NHS Numbers **must not** be shared with contractors.

#### Any questions?

If you have any questions please contact the Patient Survey Co-ordination Centre at [cyp.cc@PickerEurope.ac.uk](mailto:cyp.cc@PickerEurope.ac.uk) or on 01865 208127, and a member of our team will be happy to help.

This is e-bulletin number 14 regarding the 2016 Children and Young People's Survey. You can find all previous e-bulletins at <http://www.nhssurveys.org/surveys/999>

Kind regards,

The Patient Survey Co-ordination Centre

**You are receiving this message because you are a named contact for the 2016 Children and Young People's Survey. It is vital that we have up to date contact details for each organisation, so if you are no longer involved in this survey please let us know via email [cyp.cc@PickerEurope.ac.uk](mailto:cyp.cc@PickerEurope.ac.uk) or on 01865 208127.**