

LOSTOCK HALL MEDICAL CENTRE

DATA PROTECTION IMPACT ASSESSMENT – March – June 2020

In March 2019 the practice is relocating over a weekend to its new premises. This poses a risk to the security and future access for patient data held by the practice. These risks to be mitigated as follows:

Paper Records

Risk	Likelihood (Low, Medium, High)	Impact (Low, Medium, High)	Mitigation
Access might occur by unauthorised personnel during the move	Medium	High	<ul style="list-style-type: none">• Each record drawer cling-film wrapped to prevent access• Moving team to be briefed on the confidential nature of the records• Practice staff to supervise movers at all time to ensure documents were not accessed• Practice staff present at both sites at all times to ensure no unauthorised access
Records might be lost or misfiled in the move	Medium	Medium	<ul style="list-style-type: none">• Drawers all numbered in advance so they will be placed in correct order on arrival• Tick sheet used to confirm all record drawers accounted for• Previous premises to be checked thoroughly to ensure nothing left behind
Records accessibility might temporarily be reduced	Medium	Low	<ul style="list-style-type: none">• Practice apprentice to work through the records after the move to ensure in correct order and that each drawer labelled correctly

Computerised Records

Risk	Likelihood (Low, Medium, High)	Impact (Low, Medium, High)	Mitigation
Access might occur by unauthorised personnel during the move	Medium	High	<ul style="list-style-type: none">• Practice staff present at both sites during the move to ensure no-unauthorised access• Existing security passwords in pace to prevent unauthorised access• Practice staff to closely supervise move of the computer equipment by

			moving team
Appropriate access to patient records may be temporarily impaired because of the move	Low	Medium	<ul style="list-style-type: none"> • Data connection points at new site to be thoroughly tested in advance by approved contractor • Location for equipment in new site marked out clearly on plans agreed with CSU IT team in advance • CSU It team booked to work both days over the weekend to ensure smooth transition and to be available on call Monday morning for any problems