



Centre for Professional Practice

Practice Briefing Note - 63

Title:	Guidance on handling personal information whilst out of the office
Effective From:	18 th March 2020
Practice Note:	<p>There are occasions when you will need to have special category (sensitive) information with you regarding a child, young person, family member or other individuals. Examples include home visits, meetings, Case Conferences. This information is important to enable you to provide the level of support needed, make decisions, offer advice etc.</p> <p>However, due care and consideration needs to be given at all times regarding the safety of the information and ensuring the information is not lost, stolen or accessed by unauthorised individuals.</p> <p>The purpose of the guidance attached is to:</p> <ul style="list-style-type: none">• Support and contribute to our overall activities to keep all children and young people safe• Provide all staff with detailed guidance on handling sensitive and special categories of information whilst out of the office• Data Protection Law and the General Data Protection Regulation require staff to comply with a policy for processing Special Category and Criminal Conviction Personal data, this supports that policy that is available on Connect (IGPOL007). <p>Standard Operating Guidance – Handling Personal Information</p>
Reason:	Data Protection
Adopted at:	DMT
Authorised by:	Matt Smith, Head of Business Support
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