

Setting Up and Managing Privacy Officer Notifications in Vision 3

To comply with Information Governance standards, every organisation must have a nominated member of staff responsible for monitoring patient record retrievals and patient data. This person is known as the **Privacy Officer**.

To ensure appropriate governance of actions is maintained, your practice designated **Privacy Officer(s)** receives the following in **Daybook** or **Tasks**:

- **A task requiring action** - A full alert:
 - When patient data is deleted.
 - When a transferred out patient record is accessed, more than 28 days after being deducted.
- **An announcement** - A warning:
 - When a transferred out patient record is accessed less than 29 days after being deducted.
 - When a transferred out patient record is accessed as a result of running a report.

The **Privacy Officer(s)** must check announcements and tasks of this type to ensure the actions are valid and, where a task is raised, select **Complete**



to confirm it has been checked.

The information provided is:

- Date and time of the action.
- The staff member logged on.
- The reason entered.

Maintaining your Privacy Officer Group

A **Privacy Officer** group is automatically created in **Control Panel**. The **Privacy Officer** group cannot be empty and must contain at least one member of staff:

- In **England**, it is automatically populated with any staff members with the following RBAC roles:
 - **ROL020 Practice Manager.**
 - **ROL001 Senior Partner.**
- In **Scotland, Wales** and **Northern Ireland**, the Privacy Officer group is populated with staff members with the following roles, as set up in **Control Panel - File Maintenance - Staff - Professional - Role**:
 - **Practice Manager.**
 - **Senior Partner.**

To add additional **Privacy Officer(s)** to this group:

1. Log on to **Vision 3** as a system administrator.

2. Select **Management Tools – Control Panel**  and then **File Maintenance**.

3. Select **Staff Groups** .

4. Select **Expand**  to expand the **System folder** .

5. Right click on the **\$Privacyofficer** group and select **Add Staff Member(s)**:

6. From the **Staff Member – Add** list, highlight your **Privacy Officer(s)** and select **OK**.



Training Tip – To select multiple staff members, press the CTRL key and highlight each staff member.

Please note:

- If you try to remove all members of the Privacy Officer group the warning '*This group must contain at least one user*' displays.
- You should carefully consider who the designated Privacy officer(s) are, therefore the **Add All** option is unavailable when you right click on the **\$Privacyofficer** group.