

Date: 20th November 2025

Accessing Patient Records - Important Reminder for All Staff

We want to remind all colleagues of your professional and legal responsibilities when accessing patient records. You must only access a patient's record when it is necessary for your role and directly related to the care or service you are providing.

Accessing records without a legitimate work-related reason, including those belonging to family members, friends, colleagues or anyone not under your direct care, is strictly forbidden.

All access to electronic patient records is logged and audited. Any inappropriate access is taken extremely seriously and may result in disciplinary action up to and including dismissal. In some cases, it may also lead to criminal investigation and prosecution under data protection legislation.

Protecting patient confidentiality is essential to maintaining trust and delivering safe, ethical care. Please ensure you follow all information governance and confidentiality requirements when accessing systems.

If you have any questions about appropriate access, please speak with your line manager or the Information Governance team.

