

information stored in them

All items will be asset tagged to determine whether they are to be transferred across or not. Where items such as filing cabinets / desks are to be moved checks must be made by each area to ensure that no information is contained within it them could come lose during transfer.

Where items have been identified to be destroyed the same must be done before they are moved out of the area.

Removal of items still containing information could lead to loss or interception of information.

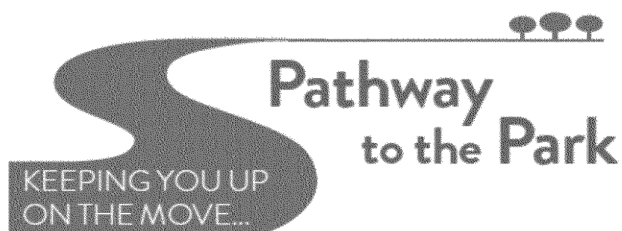
Step 5 – Leaving your areas

When vacating premises we must ensure that all information is removed in order that the security of information is not compromised.

Check any furniture remaining does not contain any information. E.g. clean white boards / noticeboards, make a general check of the area to ensure you are confident that no information remains.

If something goes wrong!

If something goes wrong or there is a near miss, log an incident on our Trust incident system. If it is gauged to be a serious mishandling event with regard to information we may have to log it with the Information Commissioners



General reminders !

- **Only** take the physical records we need—Conduct a records review as soon as possible to determine what can be disposed of
- **Dispose** of any records we don't need **appropriately!** - Check the dates when we will have extra blue bins on site - check were to take other movable information e.g. cds, hard drives
- When moving across ensure boxes are secure and labelled well—**records the content—check them out –check them in**
- Ensure any furniture etc. remaining in your areas or to be removed has no information contained within it e.g. filing cabinets / drawers
- Regularly check the IG Page of the Intranet for updates and reminders.

CONTACTS

Liz Edzes—Information Governance Manager

Margaret Eccleston—Records Manager

Jason Judge—Director of Estates

IG Team July 2014

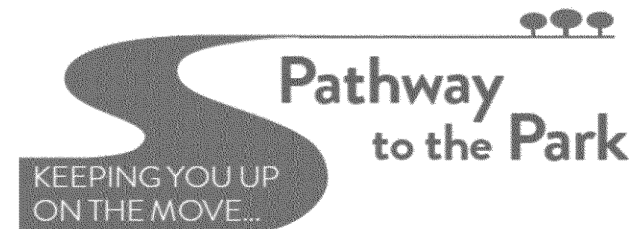
Alder Hey Children's **NHS**

NHS Foundation Trust

Your guide to securely transferring movable information to the new site

Version 4 - July 2014

- Please ensure you are viewing the most up to date version of this document as it will be updated as work on the move progresses
- Check the Information Governance intranet pages to see the most recent one



WITN4194003_0001

Protecting the information we hold we hold

Identifiable information left in vacated buildings.....information left in furniture identified for disposal.....documents lost in transit.....These are examples of events that occurred during the relocation of organisations and resulted in individual fines of £1000,00 or more due to their serious nature.

As you will be aware from Information Governance training, we have a duty to protect the information that we collect and hold, whether it relates to patients, staff or corporate activities. We need to ensure that this is the case during the move to the new site as much physical information e.g. paper, CDs, slides, usb pens will be transferred across and much will also need to be disposed of beforehand.

Moving any physical information presents a security risk so we need to be sure that that every one of us does everything we can to get it where it needs to be in a secure ,timely manner.

In addition, anything identified as no longer needed must be disposed of appropriately so that it is not intercepted afterwards due to inappropriate disposal. Remember your IG training—how would we expect our information to be handled in this scenario?

Preparing to move information to the new site

Step 1 – Reviewing the physical records we hold

Before we move anything across to the new site we need to determine what movable information we *have* to keep and therefore *must* be transferred. Storage space at the new site is not freely available so we *must* only take movable records with us that are required to be kept.

To do this each area must conduct a review of the records that they hold in physical format. Follow the Trust procedures for this entitled “Retention of records held by the Trust” (Available on the Information Governance Page of the Intranet) Areas need to begin work as soon as possible on this to determine what physical information *must* be transferred across.

Step 2 – Destroying information no longer required

When we have conducted the review of records we will then have identified the physical records that we no longer need and can dispose of. We need to identify the most appropriate method of destruction for them. The security of information must still be considered during the destruction process to ensure that it is not accessed inappropriately after destruction e.g. putting sensitive information in general waste bins / recycle bins or not destroying or wiping CDS or hard drives adequately.

Paper / cardboard / lever arch files —These can be placed into **blue confidential waste bins**. Where confidential waste bags are to be used due to raised office locations these must be tied with cable ties well before they are full to

avoid the risk of them splitting open or having to be emptied to enable a tie to be applied.

Extra blue confidential waste bins will be available in certain weeks before the move to accommodate more confidential waste. Look out for the dates!

CDs / Slides / videos / discs / equipment hard drives—These can be deposited to be collected for appropriate confidential destruction.

If you aren't sure how best to destroy the information use the contact details overleaf.

Step 3 – Moving the records

Information is at high risk when moving premises. We must ensure that we protect it at every stage. Records for transfer must be securely packaged.

- Secure it—Tamper evident boxes will be issued to place physical records into.
- Record it—Areas must make a log of the contents of each box.
- Label it— Labels will be issued to be attached to boxes. Each box must be clearly labelled with the destination and box number, e.g. Box number 1 of 7.
- Check it out— Make a log of the boxes removed and when, checking labels are secure and boxes are sealed.
- Check it in— Check boxes in on the new site to ensure all have arrived.

Step 4 – Check that other items don't have