

## **The Tavistock and Portman NHS Foundation Trust**

### **Confidentiality and Anonymity Policy**

The assessment design of many units requires students to write about personal and professional experience and the information is often detailed and specific. It is therefore essential that the same high standard of confidentiality expected in relation to clinical and professional practice is observed in academic work. Students are responsible for ensuring the following:

- The use of pseudonyms and the removal of personal details from which the identity of an individual patient / client could be deduced, including the identification of addresses, location of the individual's home, school, GP, workplace, job etc.
- The use of pseudonyms and personal details that could identify colleagues, other professionals and organisations involved in the case, including identification of their workplace and specific location details.
- That any specific organisational documentation is already within the public domain i.e. that it is document that a Trust, Social Services Department or organisation has made available to the general public.
- The assignments include a signed written statement confirming that pseudonyms have been used throughout, including any attached transcripts and appendices.
- Audio-visual assessments include written consent from all participants involved that the session is being recorded and will be used for assessment purposes.

#### **Penalty**

Breaches of confidentiality, explicitly or implicitly will be penalised.

- A major breach of confidentiality, which clearly identifies a patient will be assessed as a fail
- Minor breaches, the range of which could include lapses in the use of pseudonym, failure to sign confidentiality statement and other possible lapses not cited here will incur a 10% deduction of the assessed mark.