

1. Justify the purpose(s) for using confidential information

2. Use confidential information only when is necessary

3. Use the minimum necessary confidential information

4. Access to confidential information should be on a strict need-to-know basis

5. Everyone with access to confidential information should be aware of their responsibilities

6. Comply with the law

7. The duty to share information for individual care is as important as the duty to protect patient confidentiality

8. Inform patients and service users about how their confidential information is used

The 8 Caldicott Principles