Section 5: Information security

Overview

5.1 We deal with large quantities of confidential information and we send sensitive information to our experts. This includes sensitive personal data relating to the health of patients and confidential information about fitness to practise investigations into practitioners. There would be serious implications if this information was disclosed to the wrong person.

Our policy and Information Security

5.2 We have an Information Security Policy for Associates and Contractors. You will need to read this policy. We expect you to comply with the responsibilities set out in it whenever you are acting in your capacity as an expert witness for the GMC. Please let us know if you have any difficulties in complying with this policy.

5.3 We are certified to International Standard for Information Security ISO27001. The British Standards Institute performs an annual assessment of our information security systems and processes. We regularly monitor, audit and update our arrangements, and need show continual improvement in order to retain certification. We need you to adhere to our policy to help us comply with ISO27001.

5.4 We may ask you to assist us by completing questionnaires and audits relating to information security arrangements for the work you do. Please ensure that you complete and return these by the deadline.

5.5 We regularly update the policy, and will let you know when we do this. You will need to read the new version whenever we update the policy.

Disposing of information

5.6 Please confidentially destroy any documents we send to you six months from the date of any expert report you provide. If you are unable to confidentially destroy the documents, please return these to us.
5.7 Sometimes, we may ask you to retain the documents for longer if we are going to ask you to do further work on a case, for example to give evidence at a hearing.