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Oakwood Psychology Services Information Security Policy 2021 – Brief Version

Much of the data held by Oakwood House is confidential. Oakwood Psychology Services ensures that all information systems are secure and comply with the requirements of the Data Protection Act (2018), The General Data Protection Regulation (2018), the Computer Misuse Act (2018) and the NHS Digital Data Security and Protection Toolkit. Oakwood Psychology Services is committed to maintaining an information systems infrastructure which has appropriate levels of security and data protection, to ensure the data we must hold remains confidential, accurate and available to authorized users. Access to our electronic and paper-based data systems is strictly controlled through various security measures including password protection. Person-identifiable information does not leave work premises, including therapist home office environments while working during COVID national lockdown 2020-2021. Confidential information is securely disposed of following established retention periods.

The people responsible for information security management are the SIRO (Caroline Vermes), the Information Governance Officer (Caroline Vermes), and the Caldicott Guardian (Dan Owens-Cooper). They are responsible for implementing, monitoring, documenting and communicating information security policies to our staff and volunteers, as well as ensuring regular information security refresher training is undertaken.

Oakwood Psychology Services is Cyber Essentials Certified.



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Oakwood Psychology Services Limited
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