

# Meeting the Requirements

## Data Accuracy



## Introduction

The UK GDPR sets out seven key principles which form the basis for the processing of personal data. Principle (d), as stipulated within Article 5(1)(d) of the UK GDPR is Accuracy:

“1. Personal data shall be:

(d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’)”

Organisations have a responsibility to take all reasonable steps to ensure the personal data they hold is accurate and up to date. The Data Protection Act (2018) defines inaccurate as “incorrect or misleading as to any matter of fact”. Organisations should ensure that processes are in place to rectify or erase any data that is discovered to be inaccurate or misleading.

### How do we reach Attainment Level 1?

The importance of data accuracy should be recognised throughout the organisation. To fulfil the organisations responsibilities in line with Article 5(1)(d) of the UK GDPR, the organisation should have processes in place to ensure data accuracy checks are undertaken at every episode of patient contact. In addition to this, staff should be provided with appropriate guidance to help them understand their responsibilities and main the accuracy of records.

### How do we reach Attainment Level 2?

Systems in use throughout the organisation should have validation processes in place to ensure information remains accurate and up to date. Validation processes can be automatic or manual, however must be actively used to ensure the information contained on different systems throughout the organisation is consistent, accurate and up to date.

The organisation should have a process in place to identify any systems where data is not validated regularly, active steps should be taken to address this.

### How do we reach Attainment Level 3?

Providing staff with written procedures and training does not provide sufficient assurance that the procedures have been understood and are being followed. Therefore, compliance spot checks should be conducted. The organisation should ensure that the content of the procedures is regularly reviewed and aligned with the latest central guidance.

The accountability principle is a key aspect of data protection legislation, therefore performance should be reported to the relevant forum, such as the relevant Board or Committee, to ensure appropriate oversight.



## Supporting Resources

### Information Commissioner's Office – Principle (d): Accuracy

#### Summary Requirement

Attainment Level	Summary Requirement
1	The importance of data accuracy is recognised by the organisation and there is supporting guidance and procedures in place to ensure information is updated when necessary
2	System validation processes exist within the organisation, active steps are taken to address any systems lacking validation
3	All procedures are regularly reviewed and where available spot checks are made to ensure the procedures are enforced across the organisation

