1. Introduction

This is a policy statement from NHS Lothian outlining the appropriate use of wireless radios throughout NHS Lothian departments.

2. Policy

- NHS Lothian Departments that use wireless radio devices are entirely responsible for the devices, their safe and confidential use, ensuring Ofcom licence fees are purchased renewed and current, and all other associated costs and responsibilities.

- The Telecommunications Department may be asked to assist Ofcom on behalf of NHS Lothian regarding licensing enquiries. As such, departments must provide full licence details and a named contact in the department if requested.

- The responsible department must ensure the equipment is adequate and sufficient to meet the needs of that department and NHS Lothian as a whole.

- Any department purchasing or using wireless radios on analogue settings must ensure they are not used for transmitting any confidential or person identifiable information.

- Departments requiring to transmit confidential or person identifiable information must use the appropriate encrypted frequencies (digital) and are responsible for ensuring any equipment purchased has the ability to do so and is installed and configured correctly. Local departmental procedures on use must be in place to ensure all staff are aware that confidential transmissions must only be made in suitable circumstances (i.e. in private areas when they cannot be overheard, using earpieces if required etc.).

- For advice on equipment, The Telecommunications Department can assist with sourcing advice from contractors on recommended products/installations, including supplying contact details for a specialist engineer to provide guidance.

- The Information Governance Department can be contacted with any Data Protection queries regarding secure and appropriate transmission of confidential or person identifiable information.