Appendix 2

Data Monitoring for Investigation or as Evidence

1. Where there is a reasonable ground for suspicion that Data including email use, internet use, systems use, data storage etc may have been used by an individual to contravene existing NHS Lothian policies including those relating to Confidentiality or Dignity at Work, the Director of Human Resources or Director of eHealth, may authorise the ongoing monitoring of an individual’s activity. This will be in compliance with the Regulation of Investigatory Powers Act.

2. Investigation requests must be in writing or nhs email.

3. The logs including archives will be made available to support any disciplinary or legal action against a member of staff or other user of the NHS Lothian Infrastructure.