**Managing Data Access**

At Loughton surgery we understand the important factor is to have access based upon what staff need for their roles today, not what role they previously had or what role they may do in the future. If you think of Goldilocks, staff should not have too many rights or too little, just right is best. Too many rights could lead to an incident Too few rights, staff cannot fulfil their roles

We use the starters, changes and leavers report as an opportunity to update the users access rights to suit their role.

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| **Role** | **Description** | **Number of accounts** |
| Superuser | Able to make organisational changes in S1 | 1 |
| Clinician | Access to patient records and able to record consultations and send ETP | 15 |
| Receptionist | Able to view patient record and book appts | 10 |
| Admin | Able to block appts, amend rotas, amend leave calendar | 5 |
| HR files | Access to personal staff information | 3 |
| CCTV images | Access to CCTV images | 3 |
| Telephone recording | Access to recorded calls | 2 |
| Telephone intelligence monitoring data | Access to call monitoring data eg how quickly calls are answered and by which staff member | 4 |
| Payroll | Access to payroll information | 2 |
| Utility files | Access to information | 3 |
| Open Exeter – Clinical | Access to clinical information | 4 |
| Open Exeter – Financial | Access to financial information | 2 |