HOW DID THE TRUST BECOME AWARE OF INAPPROPRIATE ACCESS TO MEDICAL RECORDS	STAFF GROUP (MEDICAL, NURSING ETC) OF MEMBER OF STAFF RESPONSIBLE	NUMBER AND TYPE OF MEDICAL RECORDS ACCESSED (EG –2 X FAMILY MEMBERS, OWN RECORDS, 1 X WORK COLLEAGUE ETC)	DID THE STAFF MEMBER USE ANY INFORMATION OBTAINED FROM THIS ACCESS FOR ANY PURPOSE? IF YES, WHAT PURPOSE?	WAS THE INCIDENT DEALT WITH USING THE TRUST'S DISCIPLINARY POLICY? IF NOT, WHY NOT?	DID A TRUST INVESTIGATION TAKE PLACE?	WAS THIS REFERRED TO A TRUST DISCIPLINARY PANEL? IF NOT, WHY NOT?	WHAT WAS THE OUTCOME OF THE INVESTIGATION AND/OR DISCIPLINARY PANEL?	WHAT SANCTIONS WERE PLACED ON THE STAFF MEMBER? EG – DISMISSAL, WARNING, RE-TRAINING	WAS THE STAFF MEMBER REPORTED TO A PROFESSIONAL BODY? EG – GMC/NMC?
Incident Reporting/ Complaints	Nursing x 3 Admin/ Management x 3	The Trust only has one type of records	Not known	Yes	Yes	Investigated as part of the Trust Disciplinary Policy	1 x written warning, 4 x formal discussions, 1 x not case to answer	1 x written warning, 4 x formal discussions, 1 x not case to answer	Not applicable