



**Scottish
Ambulance
Service**

University National NHS Board



Freedom of Information Request

8th October 2024

Question

1. Please provide details of the documented policies, procedures and SOP's regarding use of data accumulated from the Terrafix tablet device in Patient Transport Vehicles and where this information is available.
2. Please provide details of the purpose of the Terrafix device in Patient Transport details and where this information is available.
3. Please provide details of what are the defined parameters of the legitimate use of data obtained from the Terrafix device and where SOP's or policy documents containing this information are available.
4. Please advise what purposes can historical data from the Terrafix device legitimately be used for and what SOP's or policies contain this information and where this information is available.
5. Please advise when are employees made aware that whilst driving service vehicles they are subject to constant tracking and that data from the vehicle Terrafix device may be used against them as evidence in a conduct investigation, please also advise which policies or SOP's contain this information.
6. Please provide details of the Scottish Ambulance Service data / information management policy on the collation, legitimate uses of and retention period of data obtained from Terrafix units in vehicles particularly as it relates to Patient Transport vehicles.

Answer

The Scottish Ambulance Service does not have a specific Information Management Policy, instead we have several policies which cover the management of information, as such I have attached a copy of the Information Governance Policy, Data Protection Policy and Information Security Policy. The management of records and retention periods are included in the Records Management Policy and the Document Storage, Retention and Disposal Policy which are also included in our response.

We do not hold a specific policy regarding the use of data obtained from Terrafix Vehicle Terminals. It is for this reason that we have applied the exemption Section 17 of the Freedom of Information Scotland Act 2002 as information not held

All personally identifiable data used within the Service is done so within the legislative requirements of the Data Protection Act and has a lawful basis for doing so. A summary of this can be found in our Data Protection Notice which can be found using the link: [Data Protection Notice \(scottishambulance.com\)](https://www.scottishambulance.com/Data-Protection-Notice).