National Data Sharing Arrangement – Process for Signing

Sign the National Data Sharing Arrangement

What is the National Data Sharing Arrangement

The National Data Sharing Arrangement (NDSA) is a signed contract detailing the acceptable use of data by GP Connect users.

GP Connect is a way for healthcare providers to securely share GP patient records between GP Connect products, which are used in patient care. This makes it easier and faster for patients to get healthcare services and gives them insight into how their data is being shared.

If you represent an organisation that wants to use GP Connect for the first time you must accept the terms of the NDSA.

➡ View the National Data Sharing Arrangement

Once you have read and agreed to the NDSA you must register your organisation's compliance using the steps below.

Start application

To sign the National Data Sharing Arrangement you will need to confirm the following on your organisation's behalf:

You will be asked to confirm that:

— you have read and understood the terms of the National Data Sharing Arrangement and accept them in their entirety in relation to your organisation's usage of GP Connect .

— your organisation has a current Data Security and Protection Toolkit (DSPT) submission of, as a minimum, 'Standards Met'.

— your organisation will adhere to Data Protection legislation and Common Law Duty of Confidentiality when using GP Connect Products, including ensuring that all documentation and records of processing are updated to include this usage - Data Protection Impact Assessment (DPIA), privacy notice and transparency documentation.

— your organisation's usage of GP Connect functionality will only be for direct care purposes, and that you understand that any usages beyond direct care are prohibited.

— you have authority as or by either the Caldicott Guardian, Senior Information Risk Officer or Data Protection Officer to sign this on your organisation's behalf.

— your organisation is Care Quality Commission (CQC) registered.

What's required:

1. the name of your organisation's GP Connect software.
2. your organisation's ODS code.
3. the reason your organisation uses the GP Connect software.
4. you may be asked to provide the website address to your organisation's patient privacy information which may include your DPIA and your privacy notice.
   NB If you are responding on behalf of shared care record access this requirement is mandatory.
5. confirmation of agreement to the National Data Sharing Arrangement.
6. the name, role (Caldicott Guardian, Senior Information Risk Officer or Data Protection Officer) and email of the signatory of the arrangement.

If you have this information, it should take less than 10 minutes to complete the application.
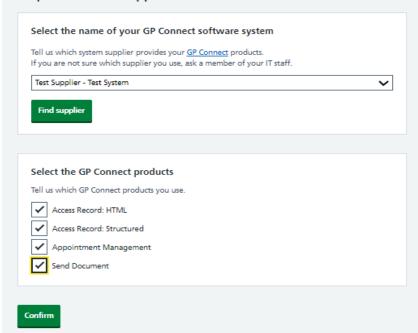
[Apply now]

Review the information shown on screen and select 'Apply now' once you are happy to proceed.

You are able to check whether your organisation has already signed on the following link: Search by Organisation Name - National Data Sharing Portal for GP Connect
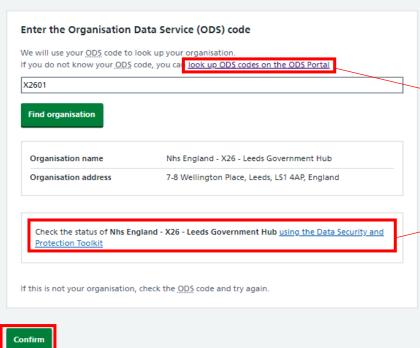
National Data Sharing Arrangement Application

Step 1: Software supplier

Select the name of your GP Connect software system

Tell us which system supplier provides your GP Connect products.
If you are not sure which supplier you use, ask a member of your IT staff.

Test Supplier - Test System ⌄

Find supplier

Select the GP Connect products

Tell us which GP Connect products you use.

☑ Access Record: HTML
☑ Access Record: Structured
☑ Appointment Management
☑ Send Document

Confirm

Select your GP Connect software system from the drop-down list. Once selected click 'Find Supplier'.

You will then be presented with a list of the GP Connect capabilities. Please select all capabilities that your organisation currently has access to. Then click 'Confirm'.

National Data Sharing Arrangement Application

Step 2: Your organisation

Enter the Organisation Data Service (ODS) code

We will use your ODS code to look up your organisation.
If you do not know your ODS code, you can look up ODS codes on the ODS Portal

X2601

Find organisation

Organisation name	Nhs England - X26 - Leeds Government Hub
Organisation address	7-8 Wellington Place, Leeds, LS1 4AP, England

Check the status of **Nhs England - X26 - Leeds Government Hub** using the Data Security and Protection Toolkit

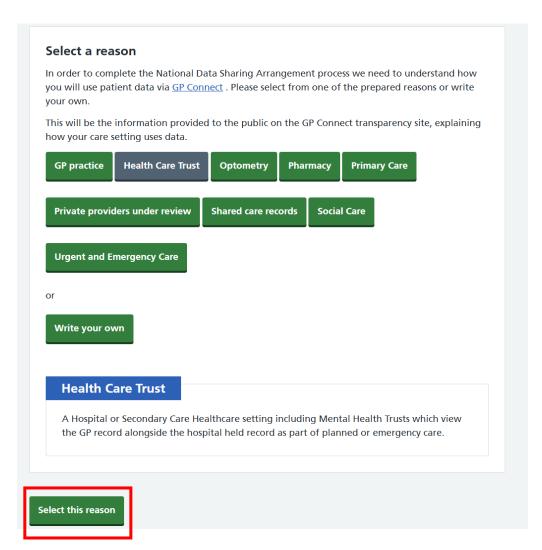If this is not your organisation, check the ODS code and try again.

Confirm

Please enter the ODS code of your organisation and select 'Find Organisation' – this will then populate information regarding your organisation below for you to review and confirm.

This link allows you to locate your ODS code via organisation name or address.

This link allows you to look up the status of your organisations most recent Data Security and Protection Toolkit self-assessment. We would require you to have achieved **'Standards Met'.**

If all the above information is correct, proceed by clicking 'Confirm'.

Select a reason

In order to complete the National Data Sharing Arrangement process we need to understand how you will use patient data via GP Connect . Please select from one of the prepared reasons or write your own.

This will be the information provided to the public on the GP Connect transparency site, explaining how your care setting uses data.

| GP practice | Health Care Trust | Optometry | Pharmacy | Primary Care |

| Private providers under review | Shared care records | Social Care |

| Urgent and Emergency Care |

or

| Write your own |

Health Care Trust

A Hospital or Secondary Care Healthcare setting including Mental Health Trusts which view the GP record alongside the hospital held record as part of planned or emergency care.

| Select this reason |

Select the reason for your organisation accessing/using patient data. If none of the options apply, please select 'Write your own'.

**Further info required when selecting 'Shared Care Records'

''As you have selected shared care records, include any additional information below. This section is mandatory''.

&

''As you have selected shared care records, provide your service's shared care record patient privacy information web address, as **it is a requirement that this be displayed on the page.** This section is mandatory.''

'Select this reason' to proceed.

National Data Sharing Arrangement Application

Step 4: Additional information

Privacy notice

If you have a privacy notice that is publicly available, enter the web address here (optional).

testprivacynotice.co.uk

| Confirm |

Enter the web address where your privacy notice is held (if you have one publicly available). Please double check that you have input this correctly and click 'Confirm'.

National Data Sharing Arrangement Application

Step 5: Confirm arrangement

Arrangement

Please confirm you agree to the National Data Sharing Arrangement (NDSA).
This sets out requirements for using the National Data Sharing Portal for GP Connect.

➡ **View the National Data Sharing Arrangement**

Please tick the boxes below to confirm that you have understood the arrangement.

☑ You have read and understood the terms of the NDSA and accept them in their entirety in relation to your organisation's usage of GP Connect .

☑ Your organisation has a current Data Security Protection Toolkit (DSPT) submission of, as a minimum, "Standards Met".

☑ Your organisation must adhere to data protection legislation and common law duty of confidentiality when using GP Connect Products, including ensuring that all documentation and Records of processing are updated to include this usage - DPIA, privacy notice and transparency documentation.

☑ Your organisation's usage of GP Connect functionality will only be for direct care purposes, and you understand that any usages beyond direct care are prohibited except in relation to the sharing of information for the medical examiners use case.

Confirm

You will then need to read the National Data Sharing Arrangement before ticking the four boxes to confirm you have understood the arrangement.

Once you have read and ticked each box proceed with 'Confirm'

National Data Sharing Arrangement Application

Step 6: Signatory

Sign the arrangement

This arrangement must be signed by someone at your organisation with one of the following roles:

— Caldicott Guardian
— Senior Information Risk Officer
— Data Protection Officer

Signatory full name

Mr NHS Test

Signatory role

Caldicott Guardian ⌄

OR enter one below if the signatory role is not listed

Signatory email address

nhstest@nhs.net

Additional email address
If you are not the above signatory enter your email address (optional).

Confirm

Input the Signatory's full name and role.

If the role is not listed, please type this below, leaving the drop-down box blank in this scenario. The system will not allow you to proceed if both the drop down and free text boxes are complete.

Input signatory email address as well as your email address if this differs to the signatory.

Step 7: Review submission

Please check that the details you have given are correct before submitting.

System supplier

System name:	Test Supplier - Test System	Change system supplier
GP Connect product(s):	Access Record: HTML Access Record: Structured Appointment Management Send Document	

Your organisation

Site ODS code:	X2601	Change your organisation
Organisation name:	Nhs England - X26 - Leeds Government Hub	
Organisation address:	7-8 Wellington Place, Leeds, LS1 4AP, England	

Your reason

Setting type:	Primary Care	Change your reason
Reason:	A Primary Care health care setting including community services as part of extended access or primary care network or similar.	
Privacy notice:	testprivacynotice.co.uk	
Additional information:		

Signatory

Name:	Mr NHS Test	Change signatory
Role:	Caldicott Guardian	
Email address:	nhstest@nhs.net	
Additional email:		

Important

By submitting, you confirm that you have read and agree to the terms of the National Data Sharing Arrangement and that the details provided above are correct.

Submit

Review all information and click 'Submit' at the bottom of the page once you are happy all the information is correct.

![NHS England logo]

National Data Sharing Arrangement Application

Your application has been submitted

Summary

Organisation name	Nhs England - X26 - Leeds Government Hub
Signatory name	Mr NHS Test

We have sent a confirmation of your application to your email address. If you do not see it, check your 'Spam' or 'Junk Email' folder. You will receive another email within 14 days, informing you whether your application has been accepted or rejected.

Should you wish to contact us regarding this application, please quote the ODS Code **X2601**

➡ **Further information**

➡ **Provide feedback on this site**

Complete – your application will now have been submitted.

Please expect to receive an email within 14 days with confirmation of your application outcome.