

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.



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 <u>GP Connect</u>.
- your organisation has a current <u>Data Security and Protection Toolkit (DSPT)</u> 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 <u>direct care</u> 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
- you may be asked to provide the website address to your organisation's patient privacy
 information which may include your <u>DPIA</u> 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.
- 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: <u>Search by Organisation</u>

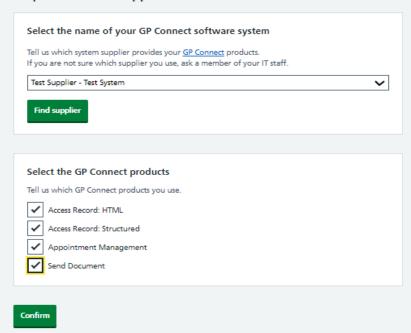
<u>Name - National Data Sharing Portal for</u>

GP Connect



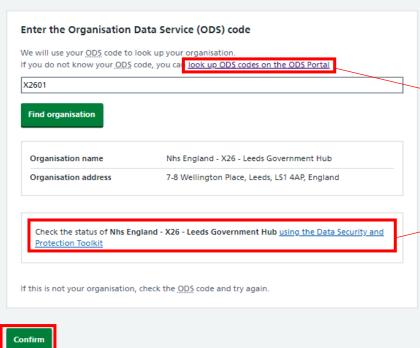
National Data Sharing Arrangement Application

Step 1: Software supplier



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Step 2: Your organisation



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

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

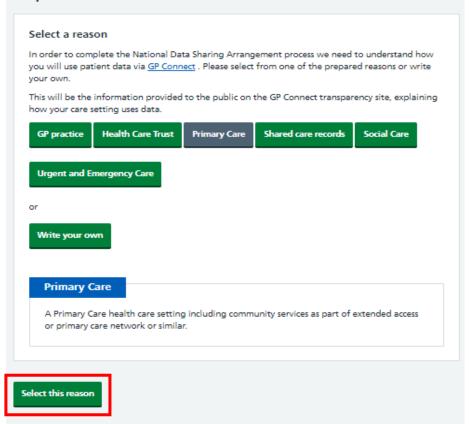
This link allows you to look up the status of your organisations most recent Data Security and Protection Toolkit self-assessment. We would require you to have achieved 'Standards Met'.

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



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Step 3: 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'
- -You will be asked to include any additional information
- -We also require you to provide your service's shared care record patient privacy information web address

'Select this reason' to proceed.

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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'.



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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 $\underline{\mathsf{GP}}$ 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 <u>direct care</u> purposes, and you understand that any usages beyond direct care are prohibited.

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'



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	ne arrangement
This arra	angement must be signed by someone at your organisation with one of the following roles:
— Cald	icott Guardian
_ Seni	or Information Risk Officer
— Data	Protection Officer
Signato	y full name
Mr NHS	Test
OR ente	r one below if the signatory role is not listed
Signato	r one below if the signatory role is not listed
Signato	r one below if the signatory role is not listed y email address
Signato nhstest Additio	r one below if the signatory role is not listed ry email address @nhs.net
Signato nhstest Additio	r one below if the signatory role is not listed ry email address @nhs.net nal email address

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

Change signatory

Reason:

A Primary Care health care setting including community services as part of extended access

or primary care network or similar.

Privacy notice:

Additional information:

testprivacynotice.co.uk

Signatory

Name: Mr NHS Test

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.



National Data Sharing Arrangement Application

Your application has been submitted

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 $\underline{\text{ODS}}$ 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.