|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| A picture containing text, clipart  Description automatically generated | A picture containing text  Description automatically generated |
|  |  |

*\*\* Example responses*DATA ACCESS REQUEST FORM - Applicant Details

|  |  |
| --- | --- |
| Project Name: |  |
| Date DARF is submitted: |  |
| Full Name: |  |
| Email Address: |  |
| Contact Phone Number: |  |
| Job Role: |  |
| Organisation: |  |
| Project intended Start Date: |  |
| Project intended End Date: |  |

 |  |

|  |
| --- |
| **Project Details – Reason for Data Access Request** |
| Project Name: |  |
| Project Description: |  |
| Project Values/Uses: |  |
| Transparency - provide a brief statement for the general public of the potential benefits that you expect the project to deliver: |  |
| Is there a commercial element to this project? (if yes, please provide details): |  |
| Project Output: |  |
| How do you plan to share data, results, and outputs from the work: |  |
| Intended Audience: e.g. DoH; Health and Care Providers; Patients, Public; etc.: |  |
| Project Governance - where is the project reporting into routinely on delivery: |  |
| **Legal Basis to Process Data: what you must meet:**

|  |  |  |
| --- | --- | --- |
| **Data Type** | **Common Law Duty of Confidentiality** | **UK GDPR****Article 6 & Article 9** |
| Identifiable |  |  |
| Pseudonymised |  |  |
| Aggregate |  |  |

 |
| How is the Common Law Duty of Confidentiality satisfied? | *This doesn’t apply to pseudonymised or aggregate data. However, if there is use of identifiable data you must explain on what basis this will be met, e.g.* * *Explicit consent*
* *Direct care met by implied consent*
* *Section 251 (state reference number)*
* *COPI Notice (state which one)*
 |
| Legal Basis for data processing under UK GDPR - Article 6 and Article 9 Conditions: | *This doesn’t apply to aggregate data.* |
| Is this project covered by any other lawful basis: |  |
| Data Controller(s) for this project -List the organisation(s) that make decisions regarding how this data is going to be used: |  |
| Data Processor(s) for this project -List the organisation(s) and named person(s) that will be processing this data: |  |
| For UK GDPR compliance, will the Data Controller(s) Privacy Notice(s) require an update: |  |
| **Local Caldicott Guardian – checked & agreed***N.B. this must be completed before you submit your request* | As the local Caldicott Guardian for this project I confirm that I am satisfied with this application.Name:Signature:Position:Date:Add any other comments here: |
| **Further Project Details** |
| Is this project linked to a wider initiative, and if so, please provide details: |  |
| Is this part of an approved funded piece of work and if so by whom: |  |
| Are there any other organisations involved in this initiative? (if yes, please list them): |  |
| Details of any Data Protection Impact Assessments (DPIA) in place for this project: |  |
| Details of any Data Sharing Agreements in place for this project that cover this data flow and who they are between: |  |
| Details of any Honorary Contract arrangements for data access in place: |  |
| **Data Access** |
| Please indicate if the access is for identifiable / pseudonymised / aggregated data: | **Identifiable**[ ]  | **Pseudonymised**[ ]  | **Aggregated**[ ]  |
| Which Programme is the data held under: | **CIPHA**[ ]  | **Share2Care**[ ]  | **Empower**[ ]  |
| Please indicate if the access is for read only or a download to further process data in other ways: |  |
| Explain how you will ensure Data Minimisation, to ensure that you are only requesting and using the minimum data necessary for the project: | *Explain how:** *You will only collect data you need for the specified purpose*
* *You have sufficient personal data to properly fulfil those purposes*
* *You periodically review the data held and delete anything not needed*
 |

|  |  |
| --- | --- |
| **Dataset(s) Requested** | **Description** |
| List all the datasets requested: |  |
| Describe the inclusion and exclusion criteria for the population cohort required for the project: |  |
| Data received from (organisation/organisations): |  |
| Data transferred to (organisation/organisations): |  |
| Data Flow Mapping: please describe the data flow between your organisation and others e.g. CIPHA to LA: |  |
| Method of secure data transfer: |  |
| How will patient objections be managed? Explain how you will meet type one objections or national data opt-out:National opt out: prevents the sharing of identifiable data from NHSD for other reasons than individual direct care.Type 1 opt out: if the patient does not want their person identifiable data to be shared outside of their GP practice for purposes except their own direct care. | * *National data Opt Out \*\* will not send any data to NHSD*
* *Type 1 – if an Opt Out code is present – \*\* will not store a record for any purpose other than direct care*
* *\*\*National or Type 1 optouts are applied in the GP record so CIPHA will not collect that data.*
* *Patients will consent to participate and can request to withdraw at any time.*
 |

|  |  |
| --- | --- |
| **UK GDPR Special Category Data Item(s):** | **Justification: for UK GDPR purposes: give the reason why the data item(s) are needed:** |
| **Check all that apply:** |  |
| [ ]  Data concerning health |
| [ ]  Racial or ethnic origin |
| [ ]  Political opinions |
| [ ]  Religious or philosophical beliefs |
| [ ]  Trade Union Membership |
| [ ]  Sex life and sexual orientation |
| [ ]  Genetic data |
| [ ]  Biometric data where processed to uniquely identify a person |

## Additional Information

**Please add any additional information in support of your application request:**

## Your Signature & Date

Signature:

Date:

*This Application will be considered at the Data Asset and Access Group (DAAG) and/or the C&M ICS Information Governance Strategy Committee*

*Please return to:*

*cipha@merseycare.nhs.uk*

*For help and support in completing this request form, please contact:*

*Suzanne Crutchley LLM*

*Head of Data Protection & Information Governance / ICS IG Lead*

*Suzanne.Crutchley@miaa.nhs.uk*

*Tel: 07717 720255*

**For DAAG/IGSC completion only:**

**Triage & Decision**

|  |  |  |
| --- | --- | --- |
| **Screening** | **Dates** | **Comments** |
| Date received Access Request: |  |  |
| **ICS Caldicott Guardian Triage check:** |  | **Checked by:** Comments: |
| **ICS DPO Triage check:**[ ]  Common Law Duty of Confidentiality satisfied[ ]  UK GDPR met[ ]  DPIA status* linked to existing DPIA
* will require a DPIA
* DPIA not required

[ ]  Data Sharing Agreement(s) status* linked to existing DSA
* will require a DSA
* DSA not required
 |  | **Checked by:** Comments: |
| **ICS Technical Triage check:**☐ Data compliant with DSCRO/ SUS/ no S.251 is necessary[ ]  Alignment to CIPHA/S2C/Empower priorities[ ]  Benefits articulated[ ]  Data flow mapped and understood |  | **Checked by:** Comments: |
| Agenda item for DAAG/IGSC Meeting on: |  |  |
| DAAG/IGSC Meeting decision: |  |  |
| Any further requirements made: |  |  |
| **Final outcome / decision** |  |  |

**Version Control** (amend & update as appropriate)

|  |  |  |
| --- | --- | --- |
| **Version** | **Stage** | **Date** |
| 0.1 draft | Initial submission |  |
| 0.2 draft | CG Triage |  |
| 0.3 draft | DPO Triage |  |
| 0.4 draft | Technical Triage |  |
| 0.5 draft | Decision |  |
| 1.0 final  | Final Decision |  |

**DAAG application timelines April 2022 to September 2022**

