



3rd Party Access to the Doncaster and Bassetlaw Teaching Hospital NHS Foundation Trust's Network and Core Patient Systems

This procedural document supersedes: CORP/ICT 22 v.3 – 3rd Party Access to the Doncaster & Bassetlaw Hospitals NHS Foundation Trust's Core Patient Systems



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Date written	July 2019
Author/reviewer: (this version)	Information Governance Group
Date of approval	October 2019
Date issued	26 June 2020
Next review date	October 2022
Target audience:	Trust-wide & 3 rd Parties

Amendment Form

Version	Date	Brief Summary of Changes	Author
Version 4	26 June 2020	 Tri-Annual Review Amendment to current data protection legislation Review of automated access process based on legitimate relationships, GDPR A 9 2, and Art 6 1, and individual 3rd Party Data Security & Protection Toolkit (DSPT) Compliance 	R Underwood - Data Protection Officer (DPO)/ D Linacre – IT Operations – Security and Continuity Manager
Version 3	10 March 2015	 Total rewrite to accommodate a new and automated access process. Amendment to Policy Title 	R Underwood N Hall
Version 2	August 2011	Amendment to include the DBHFT Domain, and other nominated core systems	R Underwood A Khaliq
Version 1	January 2009	This is a new policy	R Underwood

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1. POLICY AIM

External 3rd Party Organisations who have a legitimate need to access the Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust's (DBTH) Domain and/or Core Patient Systems must comply with the following protocol in order to permit their staff access.

2. THE PROTOCOL

In permitting 3rd Parties access to its Domain and/or Core Patient Systems, the DBTH requires that each of those designated 3rd Party Trusts:

- complies with the requirements of the Data Security & Protection Toolkit (DSPT) at a 'Fully Met or Partially Met' rating, where they have actions agreed and in place with NHS Digital to achieve a 'Fully Met' rating.
- has in place, specific policies which parallel the DBTH's for Data Protection, Confidentiality Code of Practice, Information Governance, Safe Haven Guidance, and Information Security and Records Management.
- will only permit access to those members of staff who have a legitimate organisational clinical/business need¹ 'a legitimate relationship' to access the DBTH Domain and/or its patient records systems for our patient's continued healthcare management, and that any menu options each member of staff is given, accurately reflects those legitimate organisational needs.

Please note that: logins will not be issued if this protocol is not adhered to

- Users will be expected to hold a current Information Governance training compliance
- access will be terminated as soon as it is no longer needed, or in the case of an actual or alleged breach of conduct concerning patient confidentiality. The DBTH's Caldicott Guardian and Information Governance Lead are to be notified - in Confidence - of such occurrences. Personal details need not be passed on - in any individual case - unless it is necessary and lawful.
- each Trust will agree to a pre-arranged, independent audit of its internal access control processes by the Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust's DPO/Information Governance Lead.

¹ As defined in GDPR Article 9 2(h) or 6 1(a - f)

3. THE PROCESS

The DBTH will expect each of the 3rd Party Organisation's Caldicott Guardians or Clinical Leads to sign-up to this protocol and to record same in the relevant organisational minutes.

All prospective 3rd Party organisations will be expected to nominate Information Governance Leads from their organisation, who will be registered within the automated system. These are the only 3rd party staff who will be able to authorise the automated creation of an appropriate DBTH Network/Systems Access Profile for their Users.

3Rd Party IG Leads access the DBTH system through a secure weblink: <u>https://n3web.dbh.nhs.uk/</u> where they will be able to customise their own Users access profile. Please note that the screen shot below is only indicative, and that it will change from time to time.

Doncaster and Bassetlaw Hospitals NHS Foundation Tru st - Windows Internet	t Explorer	A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER	acai Craexa
https://n3web.dbh.nhs.uk/		▼ 🔒 🖹 🕂 🗙 🔀 Bing	<i>م</i>
Staff directory	Search Gasta Diternal 118 directory		
Favorites 🙀 😰 Communications and con 🗿 Communications and	con 🔊 Web Size Gallery 🔹 💽 Suggested Sites 🔹		
Doncester and Bassetlaw Hospitals NHS Foundati		💁 • 🖾 - 🖂 🖶 • Bage •	Safety + Tools + 🔞 +
Doncaster and Bassebaw Hospitals NHS Foundation Trust			
Below is a current list of services that we offe	Welcome to the Doncaster and Bassetlaw Hospitals N3 site		
Service	Description		
Manage Existing Users	Manage your organisation's existing user accounts that have been set up with Doncaster and Bassetlaw Hospitals.		
Third Party Acess Form	Allows users from neighbouring NHS organisations to request access to services within DBH such as PAS or Radiology.		
Third Party Password Management	Allows users from neighbouring NHS organisations to manage their DBH user account passwords.		
Information Governance/Third Party Agreement	Policy regarding the sharing of data between DBH and neighbouring organistions.		
Order Commis ICE	Access to Politology & Politology results, Access to Paddoby examination dates and basic cadology apositiment information Access threads with a concession Createstatis required; DBI Active Tourson VietNAME account (third path) Carriert status: Active and Tais.		
Radiology PACS (images Access)	Access to Readings mays in a sind-adjunctic quality formal Access from Levin (Caressian), Chef Arthur and the fact smarter they alter out through their N3 Fixewall port 6440 unrestricted) Createstatis required: Dirk Active Directory WIRFRAME account three sait) Carriert status: (Arthur and The		
Patient Administration System (PAS)	Access to Quifeser Olicies information and quiferd demographics. To access to Pathology Readings/Results Access from Legencinous incodurants distantification terminal claim (sal 3) - Strukt Yorkshine Trusts Only Credestatin requires PAD Access of Only Carriert status: (circles and Inc.		
MedSec	Plantst.tellmin Signing Stucke Access from Carly (Impaired Chi Connection, DBH Temmal Dashtop Credentiatis required: DBH Advis Oraclany WINFFAME account third paint) = SecureEnvoy Account = MEDIBEC Account Carriert status: c/c/secure to Inc.		
Documents	Description		
Pocket Guide for Prescribers v5.01			
Locum Medical Staff Guide to Synapse_JCE Oct 13 v1			
Summary Guide to Antimicrobial Use in Adults			
WPR33971 Information Security			

4. CALDICOTT GUARDIANS APPROVAL

Each organisation requesting access will be expected to seek and note approval of this protocol through their own Information Governance Forums. Copies of those minutes should be forward to the Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust's DPO/Information Governance Lead for Management and Audit purposes at: <u>dbth.dpo@nhs.net</u>

5. REVIEW

The protocol's effectiveness will be reviewed 3 yearly by the Trust's Information Governance Group and its overarching Controls Assurance Committee (A&RC).

6. 3RD PARTY SIGN UP



As an authorised 3rd Party to the Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust Networked Systems, the Organisation identified below confirms that it meets and will continue to meet the requirements of the NHS Digital: Data Security & Protection Toolkit as 'fully met' or as 'fully met with a plan agreed with NHS Digital', and also the terms and conditions within this DBTH Policy Statement.

Organisation:	
Caldicott Guardian or Governance Lead:	
Signature:	
Date:	

Please copy this page to the Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust's DPO/Information Governance Lead for Management and Audit purposes at: <u>dbth.dpo@nhs.net</u>

7. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 1)

8. MONITORING

The Information Governance Group will monitor compliance within each 3rd Parties overall Information Governance Compliance requirements under the Information Governance Toolkit and – where appropriate - MONITOR's Compliance Framework, and relevant Information Risk Management and Incident Reporting Policies.

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Example: 3 rd Party Need/Usage 3 rd Party Caldicott Sign Up 3 rd Party DSPT Compliance	DPO /Head of Information Governance	Each Organisation is monitored at least annually	On-Site Visits and minuted evidence from relevant 3 rd Party IG control groups

9. **REFERENCES**

Caldicott Reports Data Security & Protection Toolkit (DSPT) CORP/ICT 21 - Information Risk Management Policy

APPENDIX 1 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING

Service/Function/Policy/	Division/Exe	cutive Directorate and	Assessor (s)	New or Existing Service or	Date of
Project/Strategy	D	Department		Policy?	Assessment
Information Governance	IM&T Director	rate	Roy Underwood	Existing policy	22/07/2019
1) Who is responsible for this police	cy? IM&T Direc	torate:			
2) Describe the purpose of the ser	Describe the purpose of the service / function / policy / project/ strategy? To provide a route for trusted 3 rd parties to gain access to DBTH Systems				
for the safer and on-going mana	for the safer and on-going management of our patients				
3) Are there any associated object	ives?				
4) What factors contribute or detr	act from achiev	ving intended outcomes?	Failure – by the 3 rd P	arty - to achieve a Fully Met DSPT (compliance
	-		gender reassignmen	t, sexual orientation, marriage/civ	vil partnership,
maternity/pregnancy and re	•				
		ed activities to address th		toring, consultation]	
6) Is there any scope for new mea)		
7) Are any of the following groups					
Protected Characteristics	Affected?	Impact			
a) Age	No				
b) Disability	No				
c) Gender		No			
) Gender Reassignment No				
f) Maternity/Pregnancy No					
g) Race	g) Race No				
	n) Religion/Belief No				
i) Sexual Orientation	No				
8) Provide the Equality Rating of t	he service / fun	nction /policy / project / st	t rategy – tick (🖌) outco	me box	
Outcome 1 ✓Outcome 2Outcome 3Outcome 4					
*If you have rated the policy as having an ou	itcome of 2, 3 or 4,	it is necessary to carry out a det	ailed assessment and co	mplete a Detailed Equality Analysis form i	n Appendix 4
Date for next review: July 2022					
Checked by: David Linacre		Date: Octob	er 2019		