**Appendix 1 – Information management system (ims) registration proforma**

**Please send this completed sheet ‘only’ to the Trust Data Protection Officer:** [**dbth.dpo@nhs.net**](mailto:dbth.dpo@nhs.net)

**Division or Department:**

**Name/Subject of Information Asset** **Information Asset Owner** (IAO)

………………………………………………………………………………………………………………………………….

**What you need to tell us and why:**

**Note:** The subject matter and disclosures you specify at Appendix B, MUST comply with Trust's Notification to the Information

Commissioner under GDPR, the Data Protection Act 2018, and the Caldicott Principles listed below; additionally as the IAO and

IAA, you should understand that by being a signatory to this registration that you are affirming the highest standard of use:

* Justify the purpose(s)
* Don’t use patient-identifiable information unless it is absolutely necessary
* Use the minimum necessary patient-identifiable information
* Access to patient-identifiable information should be on a strict ‘need to know’ basis
* Everyone should be aware of their responsibilities
* Understand and comply with the Law
* To share or not to share
* Ensure that there is a lawful basis for processing (as in GDPR Article 9 2 (h)) and that Patients are informed – through

Privacy Notices and DBTH website information etc

Do you need to carry out a Data Protection Yes No

Impact Assessment (DPIA) for Personal Data Management?

Where is the Data to be securely Held/Stored? Trust Network Data Store

(This will be the norm, except in exceptional circumstances,

Other (You must give details here) as it would be if through one of the Trust media below) Encrypted Trust PC Encrypted Trust Lap Top

What is the Database to be used for: -

(a) Business Management Yes No

(b) Clinical Management Yes No

If (b), Is the system used to support Clinical decision making Yes No

If Yes, please give details:

**Your** Signature Block as **IAO**, confirms that **you and your Information Asset Administrator (IAA)** if there is one, have **read and understood** the Information Management Systems (Registration) Policy and the **IAO Handbook[[1]](#footnote-1)**

*Signature ……………………………………...………… Dated ………………………………………………………*

*Name, Job Role*

*Tel:*

**appendix 2 – disclosure details form**

|  |  |  |
| --- | --- | --- |
| **Disclosure details – Must be completed** | | |
| Who are you intending to ‘legally’ share the data with (data mapping), should there be any ‘personal’ data involved? | | |
| List the ‘justified’[[2]](#footnote-2) personal demographic data items first, and then the main subject headings (only) for the non-demographic data  (Printed lists may be attached instead) | **CaMIS PAS/ ODBC Linked**  (Tick) | **Source of all other data** |
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**Please ensure that any data collected is in accordance with the trust Privacy Notices and that there is therefore a ‘legal basis’ for the data processing/sharing.**

**Where personal data are intended for an external entity (such as a National Registry) then you must have the patients’ explicit and documented consent for audit purposes, and when appropriate refer them to the** [**Trust Privacy Notices**](https://www.dbth.nhs.uk/about-us/our-publications/information-governance/control-patient-information-notice-covid-19-outbreak/)**.**

1. The **IAO Handbook** will be issued once any DPIA has been received and approved [↑](#footnote-ref-1)
2. Justification for storing or sharing ‘personal data’ should be i.a.w. EU GDPR and the UK Data Protection Act 2018 [↑](#footnote-ref-2)