

How to manage Data Processing Contract association (QRG)

This Quick Reference Guide covers the following topics:

- 1. Add a DPC to your organisations ISA (Add as a host of an ISA)
- 2. Add a DPC to another organisations ISA (Add as a participant of an ISA)
- 3. Approve or Reject another organisations DPC request
- 4. Remove your organisations DPC from your organisations ISA
- 5. Remove your organisations DPC from a participating ISA

1. Add a DPC to your organisations ISA (Add as a host of an ISA)

To add a DPC to an ISA that your organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **Section 11. How to create a DPC**

Dashboard	ISA - Registry	SA - Management	DPC	Data Sha	aring Activity Or	ganisation Profile	User	Preferences	Reports						
ISA - Registry															
Agreement Title / Refer	rence	All Status		٣	All DPC Status	* All	Opia Status		• All F	Risk Rating		* Choo	se Services		
All Data Templates	٣	All Data Sections		٣	All e-ISA Status	*									
	Filter Clear Filters														
Create New															
Click on the + icon to see	e related organisations														
Export to Excel															
								Part	licipant Status			DPC			
Title		From Date	To Date	Status	DPIA	Risk	Active	Pending	Incoming	Associated	Host	Pending	Active		
 Drop1 TESTIS 	A2	01-Oct-2018	No end date	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
 NCL Trauma C 	OCT 18	29-Oct-2018	29-Oct-2019	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
ORG2ISA Test	12910	29-Oct-2018	No end date	Draft	Required	Unknown	0	0	0	0	0	0	0	Clone	PDF
Safaesfgaef		02-Nov-2018	No end date	Draft	Completed Digitally	Unknown	0	0	0	0	0	0	0	Clone	PDF
Pan London		01-Nov-2018	No end date	Live	Completed Digitally	Green	0	0	0	0	0	0	0	Clone	PDF
2nd Pan Londe	on Training ISA	19-Nov-2018	31-Mar-2019	Draft	Completed Digitally	Red	0	0	0	0	1	0	0	Clone	PDF
 Drop2 TestISA 	1911 Clone	19-Nov-2018	No end date	Draft	Required	Amber	0	0	0	0	0	0	0	Clone	PDF
	H) and a standard stand													1 - 7	of 7 items

1. From the 'ISA - Registry' tab select the ISA title you would like to add your DPC to

Dashboard IS	- Registry ISA - M	lanagement DPC	Data Sharing	Activity Organisati	on Profile User Preferences	Reports				
ISA - Registry > E	dit Details									
Details DPIA D	PIA Risks/Issues e-ISA D	Details e-ISA Data Directo	ry DPCs Organisa	tions Non-Registered Org	anisations Contacts				P	revious Next
Data Processing Cont	acts									
+ Add DPC										
Create Date	DPC Title		Organisation		Туре	From Date	To Date	Status		
20-Nov-2018	2nd Pan London Training	IDPC	DROP1 TEST ORG2		Data Processing Contract	Accepted	Delete	* *		
									P	revious Next
									Save and stay Save an	d return Cancel

- 2. From the 'ISA Registry Edit Details' screen, select the 'DPCs' tab
- 3. Select the **Add DPC** (+ Add DPC) button on the top left of the Data Processing Contracts table

Select DPC				×
Please specify the name of	he DPC to search or leave blank	to show all DPCs.		
Name	Туре	Any Type	Ŧ	
			Search Cancel	



- 4. From the 'Select DPC' pop-up dialog box, search for the DPC by the *name* or by the contract/deed/agreement *type*
- 5. Select the **Search** (Search) button. Leave it blank to show a list of all the DPCs that your organisation is hosting

Select DPC								>
Please specify the na	ame of the DPC to search	or leave	e blank	to show a	II DPCs.			
Name		Тур	e	Any Type		•		
Title	Туре		From	Date	To Date			
2nd Pan London Training IDPC	Data Processing Contrac	ct	01-N	ov-2018	No end date	A		*
3rd Pan London Training ISA	Data Processing Contrac	ct	19-N	ov-2018	31-Mar-2019	Select		
								Ŧ
						Search	Cancel	

Note: DPCs that have already been added to this ISA will be flagged with a red triangle (

- 6. On the 'Select DPC' dialog box, click the **Select** (Select) button adjacent to the DPC title to add it to the ISA
- 7. Once done, click the **Save and stay** (Save and stay) or the **Save and return**

(Save and return) button at the bottoms of the page to commit the changes

- 8. A 'Notification' window will be displayed asking if you would like to inform the existing participants that a new DPC has been added. Select the appropriate option from the drop-down boxes if you want to notify the existing users
- 9. click the **confirm** button

Notification		
Description of modification	Jana DPC [TEST OSU ORG1] - DPC has been added	
		2
Do you wish to inform the participants you have	Ves V	1
made these changes?		J
Do existing participants need to reaccept the terms?	No	1
	Cannel	
	Cancer	



2. Add a DPC to another organisations ISA (Add as a participant of an ISA)

To add a DPC to an ISA that another organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **Section 11. How to create a DPC**. You must also ensure that you are a participant of the ISA that the other organisation is hosting. You cannot add a DPC to an ISA that you are not participating in.

Dashboard ISA - Registry ISA - Management	DPC Data Sharing	Activity Organi	sation Profile	User Preferences	Reports					
ISA - Management										
My ISA - Management () Available Data Sharing ()										
Agreement Title Organisation Name	All St	tatus	* AII DPC	Status	* Al D	IPIA Status		* All F	Rsik Ratings	٣
Choose Services All Data Templates	• All Da	ata Sections	•							
		Fil	er Clear Filters							
(a) Export to Excel										
Create Date Title	Organisation	From Date	To Date S	Status DPIA	Risk	DPC Count	My Org DPC	Message		
24-Oct-2018 Drop1 TESTISA1	DROP TEST1 ORG1	01-Oct-2018	No end date	Active Completed Digitally	d Green	0	0		Clone Sharing PD	F
26-Oct-2018 NWLTESTISA102018	DROP TEST1 ORG1	26-Oct-2018	No end date A	Active Completed Digitally	d Green	0	0		Clone Sharing PE	F
									1 - 2 of	2 items

- 1. From the 'ISA Management' tab ensure you are on the 'My ISA Management' sub-tab
- 2. Select the 'Active' ISA that you would like to add your DPC to by clicking on the *ISA Title* and not the Organisations name

Dashboard	ISA - Registry	ISA - Management	DPC D	ata Sharing	Activity	Organisation Profile	User Preferences	Reports				
ISA - Registry	y > Details (Read	Only)										
Your organisation is currently active on this ISA. If you wish to cancel this, please press [Cancel ISA] below.												
Please give the reason you wish to cancel your participation in this ISA.												
Canod ISA												
Details DPIA	DPIA Risks/Issues	e-ISA Details e-ISA	A Data Directory	DPCs Organisa	itions Non-	Registered Organisations	Contacts					Previous Next
				As your organis	ation is participa	ating in this ISA, you may sp Add DPC	ecify DPCs for approval b	r the ISA host.				
Data Processing	Data Processing Contracts											
Create Date	DPC Title			Organisation	n		Туре		From Date	To Date	Status	
												Previous Next

- 3. From the 'ISA Registry > Details (Read Only)' screen, select the 'DPCs' tab
- 4. Select the Add DPC (Add DPC) button at the top of the Data Processing Contracts table

Select DPC			>
Please specify the name of t	he DPC to search or leave blank	to show all DPCs.	
Name	Туре	Any Type	•
			Search Cancel

5. From the 'Select DPC' pop-up dialog box, search for the DPC that you want to attach using the DPC *name* or by the contract/deed/agreement *type*



6. Click the **Search** (Search) button. Leave the fields blank to show a list of all of the DPCs that your organisation is hosting

Select DPC							>
Please specify the n	ame of the DPC to search	or leave	blank	to show a	II DPCs.		
Name		Тур	e	Any Type		Ŧ	
Title	Туре		From	Date	To Date		
2nd Pan London Training IDPC	Data Processing Contra	ct	01-N	ov-2018	No end date	A	*
3rd Pan London Training ISA	Data Processing Contra	ct	19-No	ov-2018	31-Mar-2019	Select	
							Ŧ
						Search Cancel	
						Gancia	

Note: DPCs that have already been added to this ISA will be flagged with a red triangle (

- 7. Click the **Select** (Select) button adjacent to the *DPC title* to add it to the ISA then confirm that you want to request this DPC be added to the ISA
- 8. The host organisation of this ISA will receive an email notification asking them to review the DPC and either Approve or Reject the submission

3. Approve or reject another organisations DPC request

As an Organisation Super User (OSU), you will receive an email notification as well being able to see the number of **DPC Decision Pending on an ISA** in your Dashboard tab's 'Summary' section.

á Summary	
Status	Online
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	1
ISA Non-Registered Organisation Review Required	2
ISA Management Pending	2
ISA Registry Incoming Requests	1
ISA Management Total	6
ISA Registry Total	7
DPC Decision Pending on an ISA	1
DPC Expired	4
DPC Expiry Notification Date Passed	4
DPC Total	12



1. To action a request to approve / reject a DPC, select either the notification above or the number adjacent to the **DPC Decision Pending** category on the DCC dashboard

Dashboard ISA -	Registry	SA - Management	DPC	Data Sh	aring Activity Or	ganisation Profile	User	Preferences	Reports						
ISA - Registry 0															
Agreement Title / Reference		All Status		۲	All DPC Status	* All	Dpia Status		۲ Al	Risk Rating		* Cho	se Services		
All Data Templates	Il Data Templates All Data Sections				All e-ISA Status	*									
Filter Clear Filters															
Create New															
Click on the + icon to see relate	ed organisations														
Export to Excel															
Title		Errom Date	To Data	Ctatur	DDIA	Dick	Active	Part	locoming	Associated	Mont	DPC	Active		
Drop1 TESTISA2		01-Oct-2018	No end date	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
In NCL Trauma OCT 1	8	29-Oct-2018	29-Oct-2019	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
ORG2ISA Test2910		29-Oct-2018	No end date	Draft	Required	Unknown	0	0	0	0	0	0	0	Clone	PDF
Safaesfgaef		02-Nov-2018	No end date	Draft	Completed Digitally	Unknown	0	0	0	0	0	0	0	Clone	PDF
Pan London		01-Nov-2018	No end date	Live	Completed Digitally	Green	0	0	0	0	0	0	0	Clone	PDF
2nd Pan London Tra	ining ISA	19-Nov-2018	31-Mar-2019	Live	Completed Digitally	Green	1	0	0	0	1	1	0	Clone	PDF
Drop2 TestISA 1911	Clone	19-Nov-2018	No end date	Draft	Completed Digitally	Amber	0	0	0	0	0	0	0	Clone	PDF
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2. Alternatively, you can go directly to the 'ISA - Registry' tab and select the ISA that require(s) your attention. The **DPC Part Pending** column will indicate how many DPCs within this ISA are waiting for you to action. Select the ISA to action

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisatio	on Profile	User Preferences	Reports					
ISA - Registr	ry > Edit Details													
Details DPI	A DPIA Risks/Issues	e-ISA Details e-ISA	A Data Directory	DPCs 🛕	Organisations	Non-Registered (Organisations	Contacts					Previous	Next
Data Processin	ng Contracts													
+ Add DPC														
Create Date	DPC Title		c	Organisation			Туре		From Date	To Date	Status			
20-Nov-2018	2nd Pan Lond	on Training IDPC	C	DROP1 TEST ORG	32		Data Processi	ng Contract	01-Nov-2018	No end date	Accepted	Delete		^
26-Nov-2018	TEST DPC		N	North West London	NHS Trust		Data Processi	ng Contract	18-Nov-2018	31-Mar-2019	Pending	Accept	Reject	~
													Previous	Next
												Save and stay	y Save and return	Cancel

- 3. Select the 'DPCs' tab
- 4. The **Status** column in the 'DPCs' tab will list all DPCs that require a decision with a label "Pending"
- 5. Select the **Accept** or **Reject** buttons adjacent to each ISA to either accept or reject the DPC association
- 6. To view the DPC select the *DPC Title** and check through each of the tabs (Details, Organisations and ISAs) to ensure that you are happy to accept the DPC association

Caution: *Clicking on the participants DPC title will open the DPC in a new tab. This allows the hosting organisation to save any amendments to the ISA they may have made to the ISA without losing data



4. Remove your organisations DPC from your organisations ISA

Dashboard ISA - Registry ISA - Management DPC Data Sharing Activity Organisation Profile User Preferences Reports															
ISA - Registry 0															
Agreement Title / Reference All Status •			۲	All DPC Status	* All	Dpia Status • All Risk Ratir			Risk Rating	* Choose Services					
All Data Templates	٣	All Data Sections		٣	All e-ISA Status	*									
Filter ClearFilters															
Create New															
Click on the + icone to see related organisations															
Depot to Excel															
								Par	Participant Status		DPC				
Title		From Date	To Date	Status	DPIA	Risk	Active	Pending	Incoming	Associated	Host	Pending	Active		
Drop1 TESTISA2		01-Oct-2018	No end date	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
NCL Trauma OCT 18		29-Oct-2018	29-Oct-2019	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
ORG2ISA Test2910		29-Oct-2018	No end date	Draft	Required	Unknown	0	0	0	0	0	0	0	Clone	PDF
Safaesfgaef		02-Nov-2018	No end date	Draft	Completed Digitally	Unknown	0	0	0	0	0	0	0	Clone	PDF
Pan London		01-Nov-2018	No end date	Live	Completed Digitally	Green	0	0	0	0	0	0	0	Clone	PDF
2nd Pan London Training I	SA	19-Nov-2018	31-Mar-2019	Draft	Completed Digitally	Red	0	0	0	0	1	0	0	Clone	PDF
Drop2 TestISA 1911 Clone		19-Nov-2018	No end date	Draft	Required	Amber	0	0	0	0	0	0	0	Clone	PDF
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- 1. Select the 'ISA Registry' tab
- 2. Select the ISA that you wish to remove the DPC from

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisati	on Profile	User Preferences	Reports					
ISA - Registry > Edit Details														
Details DPIA DPIA Risks/Issues e-ISA Details e-ISA Data Directory DPCs 🛕 Organisations Non-Registered Organisations Contacts Previous Neut										Next				
Data Processing Contracts														
+ Add DPC														
Create Date	DPC Title	DPC Title			Organisation			Type From D		To Date Status				
20-Nov-2018	2nd Pan Lond	2nd Pan London Training IDPC			DROP1 TEST ORG2			Data Processing Contract		No end date	Accepted	Delete		^
26-Nov-2018	TEST DPC	TEST DPC			North West London NHS Trust			Data Processing Contract		31-Mar-2019	Pending	Accept	Reject	-
Previous Rest														
	Save and stay Save and return Clancel											Cancel		

- 3. Select the 'DPCs' tab
- 4. Select the **Delete** (× Delete) button adjacent to the *DPC title* that your organisation had previously added
- 5. Once done, click the Save and stay (Save and stay) or the Save and return

(Save and return) button at the bottoms of the page to commit the changes

5. Remove your organisations DPC from a participating ISA

Remove your organisations DPC from a participating ISA

To delete or completely remove your organisations DPC from an ISA that you are participating in, follow the instructions in **Section 12.5 To terminate a data processing contract** of the Organisation Super User Guide