

# How to manage Data Processing Contract association (QRG)

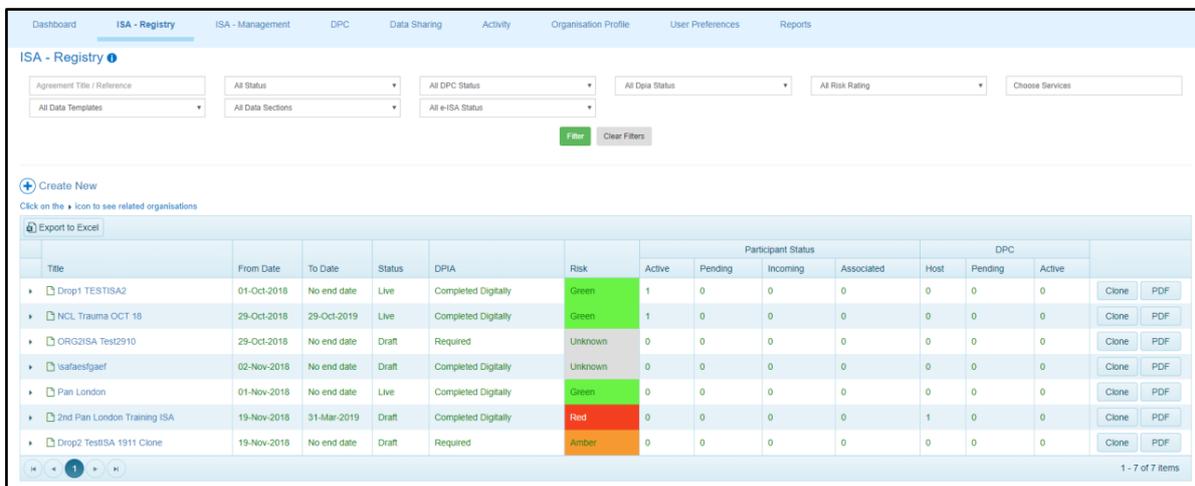
## How to manage Data Processing Contract association (QRG)

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

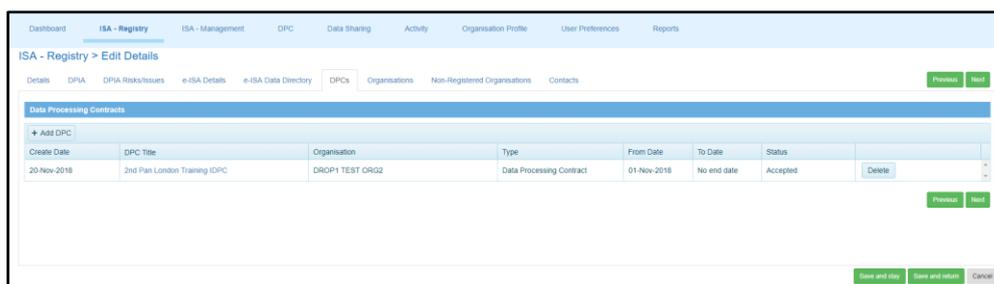
### 1. Add a DPC to your organisations ISA (Add as a host of an ISA)

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**



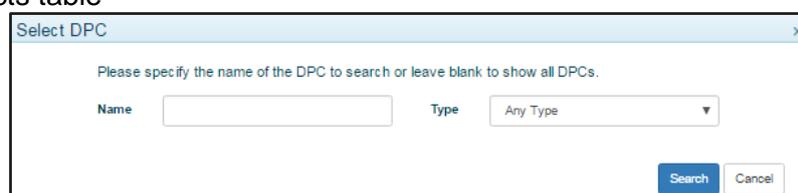
Title	From Date	To Date	Status	DPIA	Risk	Participant Status				DPC			Clone	PDF
						Active	Pending	Incoming	Associated	Host	Pending	Active		
Drop1 TESTISA2	01-Oct-2018	No end date	Live	Completed Digitally	Green	1	0	0	0	0	0	0	Clone	PDF
NCL Trauma OCT 18	29-Oct-2018	29-Oct-2019	Live	Completed Digitally	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
leafaestgaef	02-Nov-2018	No end date	Draft	Completed Digitally	Unknown	0	0	0	0	0	0	0	Clone	PDF
Plan London	01-Nov-2018	No end date	Live	Completed Digitally	Green	0	0	0	0	0	0	0	Clone	PDF
2nd Plan London 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

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



Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	Delete
20-Nov-2018	2nd Plan London Training DPC	DROP1 TEST ORG2	Data Processing Contract	01-Nov-2018	No end date	Accepted	Delete

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



Select DPC

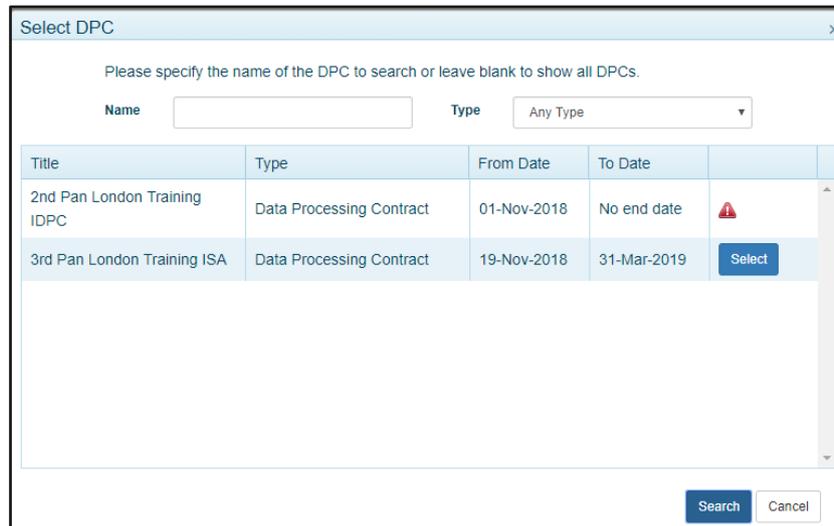
Please specify the name of the DPC to search or leave blank to show all DPCs.

Name:

Type:

# How to manage Data Processing Contract association (QRG)

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



Select DPC

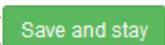
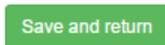
Please specify the name of the DPC to search or leave blank to show all DPCs.

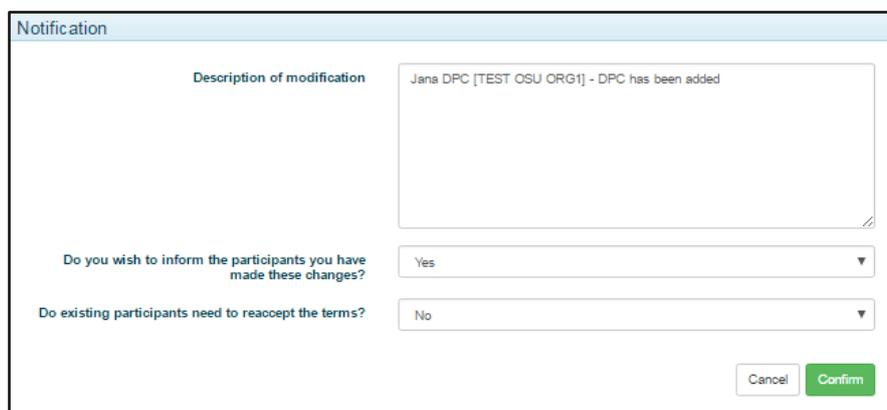
Name  Type

Title	Type	From Date	To Date	
2nd Pan London Training IDPC	Data Processing Contract	01-Nov-2018	No end date	
3rd Pan London Training ISA	Data Processing Contract	19-Nov-2018	31-Mar-2019	

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

- On the 'Select DPC' dialog box, click the **Select** () button adjacent to the DPC title to add it to the ISA
- Once done, click the **Save and stay** () or the **Save and return** () button at the bottoms of the page to commit the changes
- 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
- click the **confirm** button



Notification

Description of modification

Jana DPC [TEST OSU ORG1] - DPC has been added

Do you wish to inform the participants you have made these changes?

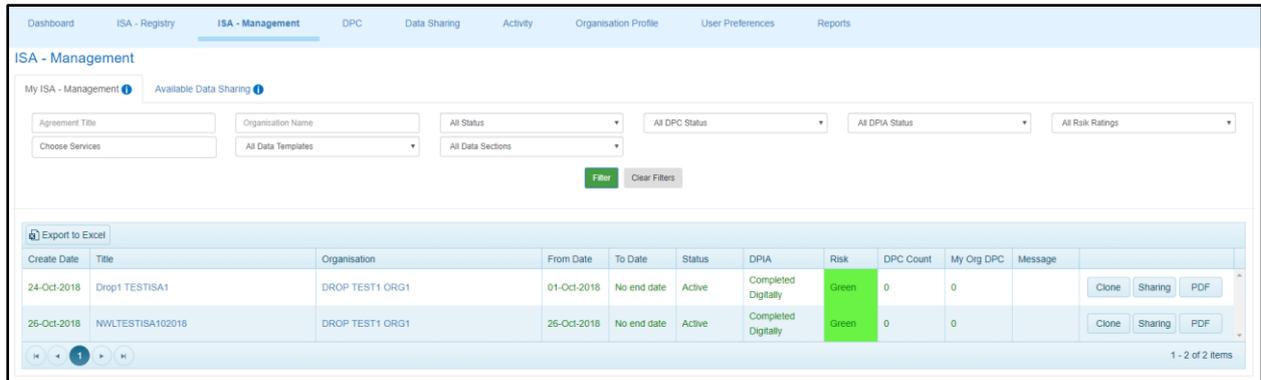
Do existing participants need to reaccept the terms?

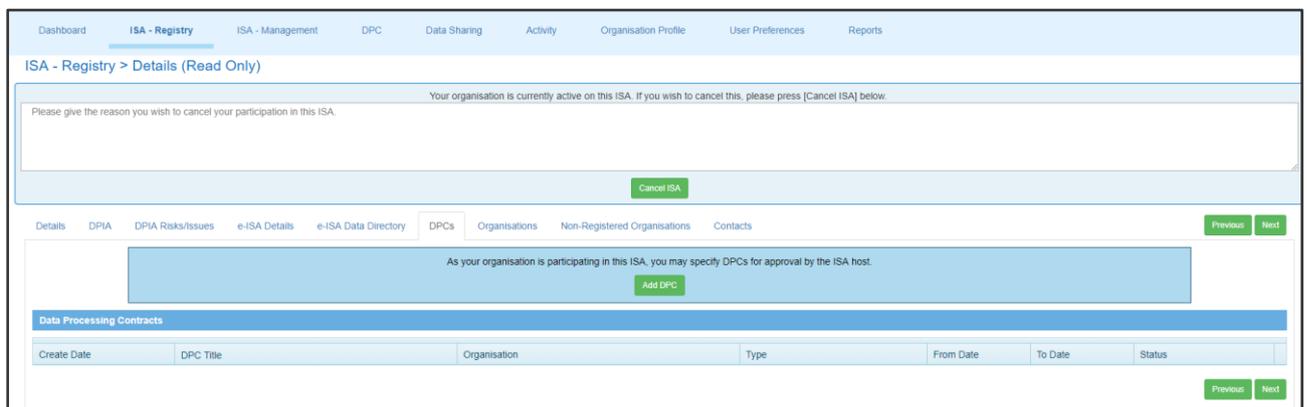
# How to manage Data Processing Contract association (QRG)

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

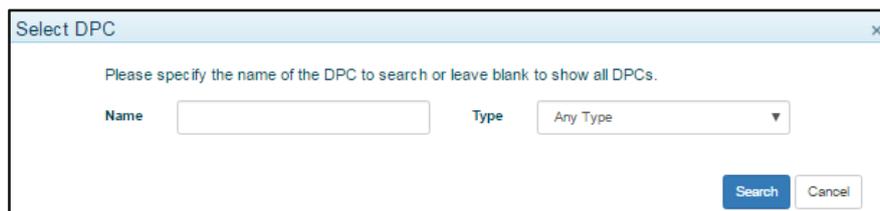
To add a DPC to an ISA that another organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **Section 11. How to create a DPC**. You must also ensure that you are a participant of the ISA that the other organisation is hosting. You cannot add a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



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



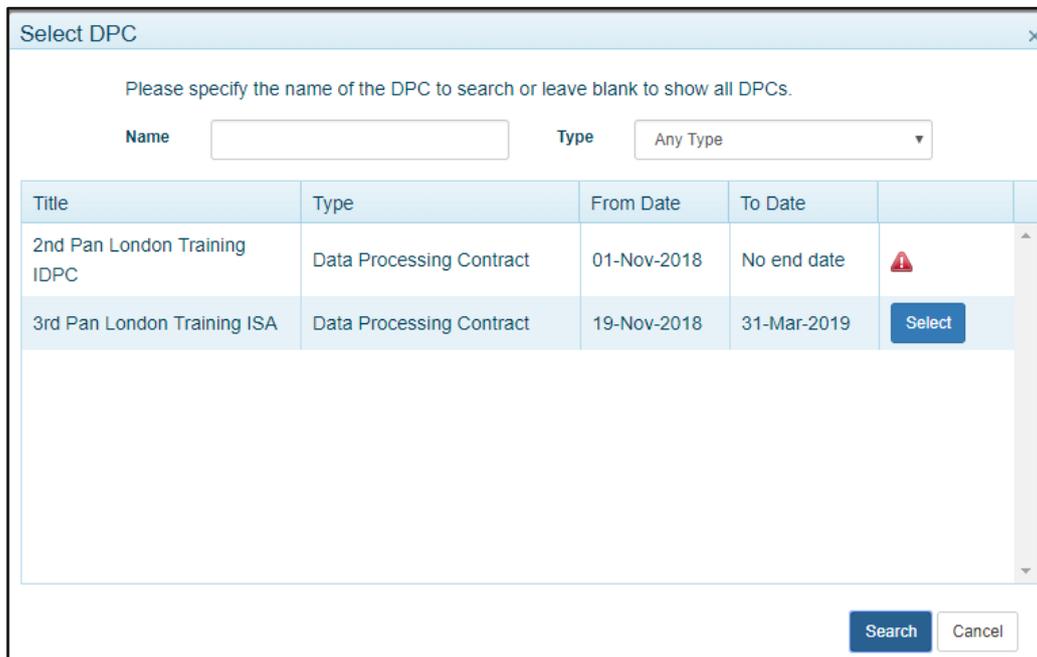
3. From the 'ISA - Registry > Details (Read Only)' screen, select the 'DPCs' tab
4. Select the **Add DPC** (  ) button at the top of the Data Processing Contracts table



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*

# How to manage Data Processing Contract association (QRG)

- Click the **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 name of the DPC to search or leave blank to show all DPCs.

Name  Type

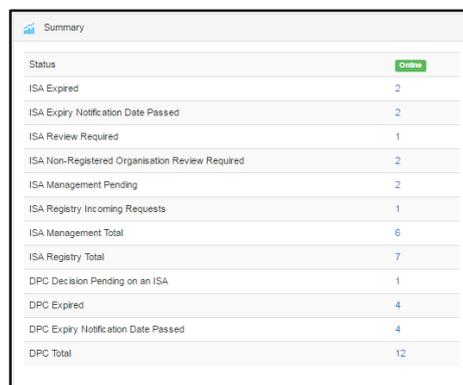
Title	Type	From Date	To Date	
2nd Pan London Training IDPC	Data Processing Contract	01-Nov-2018	No end date	
3rd Pan London Training ISA	Data Processing Contract	19-Nov-2018	31-Mar-2019	<input type="button" value="Select"/>

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

- Click the **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
- 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

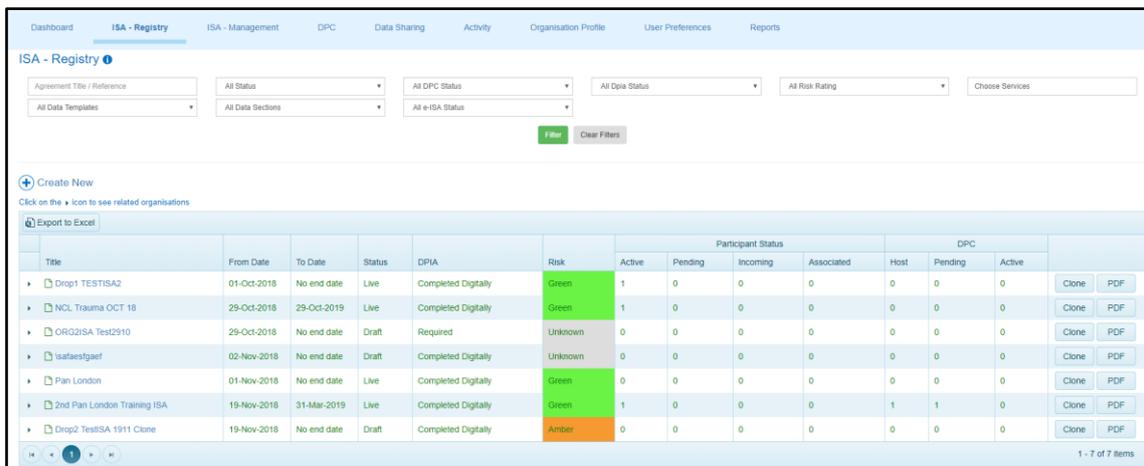
As an Organisation Super User (OSU), you will receive an email notification as well being able to see the number of **DPC Decision Pending on an ISA** in your Dashboard tab's 'Summary' section.



Summary	
Status	<input type="button" value="Details"/>
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

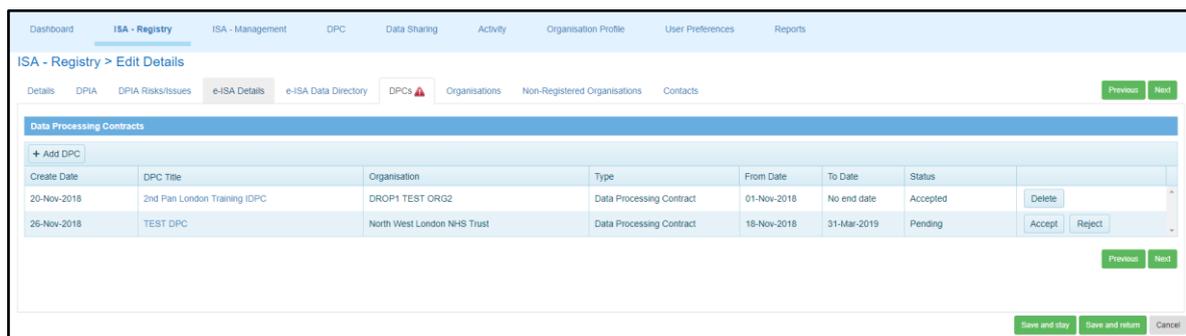
# How to manage Data Processing Contract association (QRG)

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



Title	From Date	To Date	Status	DPIA	Risk	Participant Status				DPC			Clone	PDF			
						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	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	0	0	0	Clone	PDF
ORG2ISA Test2910	29-Oct-2018	No end date	Draft	Required	Unknown	0	0	0	0	0	0	0	0	0	0	Clone	PDF
isaafestgaef	02-Nov-2018	No end date	Draft	Completed Digitally	Unknown	0	0	0	0	0	0	0	0	0	0	Clone	PDF
Plan London	01-Nov-2018	No end date	Live	Completed Digitally	Green	0	0	0	0	0	0	0	0	0	0	Clone	PDF
2nd Plan London Training ISA	19-Nov-2018	31-Mar-2019	Live	Completed Digitally	Green	1	0	0	0	0	1	1	0	0	0	Clone	PDF
Drop2 TestISA 1911 Clone	19-Nov-2018	No end date	Draft	Completed Digitally	Amber	0	0	0	0	0	0	0	0	0	0	Clone	PDF

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



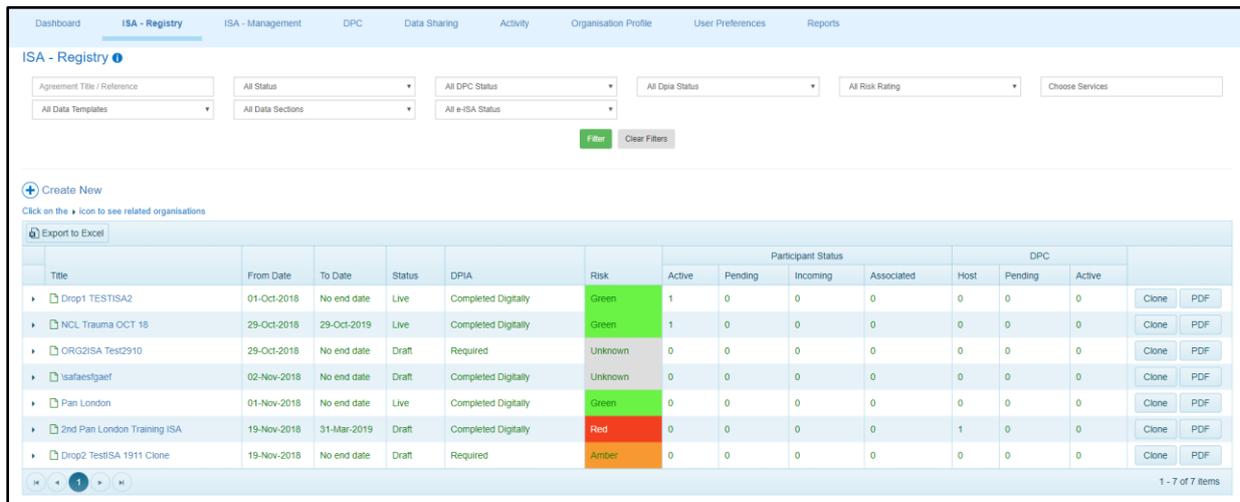
Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
20-Nov-2018	2nd Plan London Training IDPC	DROP1 TEST ORG2	Data Processing Contract	01-Nov-2018	No end date	Accepted	Delete
26-Nov-2018	TEST DPC	North West London NHS Trust	Data Processing Contract	18-Nov-2018	31-Mar-2019	Pending	Accept Reject

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

# How to manage Data Processing Contract association (QRG)

## 4. Remove your organisations DPC from your organisations ISA



ISA - Registry

Dashboard | **ISA - Registry** | ISA - Management | DPC | Data Sharing | Activity | Organisation Profile | User Preferences | Reports

Agreement Title / Reference: All Data Templates | All Status: All Data Sections | All DPC Status: All e-ISA Status | All Dpia Status: | All Risk Rating: | Choose Services: | Filter | Clear Filters

Create New

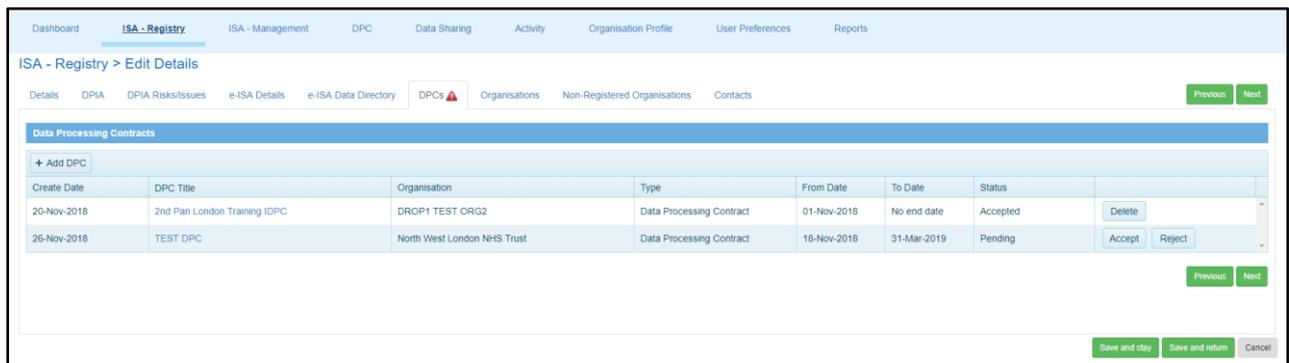
Click on the icon to see related organisations

Export to Excel

Title	From Date	To Date	Status	DPIA	Risk	Participant Status				DPC			Clone	PDF
						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
isaafesgafef	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 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

1 - 7 of 7 items

1. Select the 'ISA – Registry' tab
2. Select the ISA that you wish to remove the DPC from



ISA - Registry > Edit Details

Dashboard | **ISA - Registry** | ISA - Management | DPC | Data Sharing | Activity | Organisation Profile | User Preferences | Reports

Details | DPIA | DPIA Risks/Issues | e-ISA Details | e-ISA Data Directory | **DPCs** | Organisations | Non-Registered Organisations | Contacts | Previous | Next

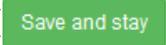
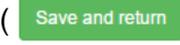
Data Processing Contracts

+ Add DPC

Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
20-Nov-2018	2nd Pan London Training IDPC	DROP1 TEST ORG2	Data Processing Contract	01-Nov-2018	No end date	Accepted	Delete
26-Nov-2018	TEST DPC	North West London NHS Trust	Data Processing Contract	18-Nov-2018	31-Mar-2019	Pending	Accept   Reject

Previous | Next

Save and stay | Save and return | Cancel

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