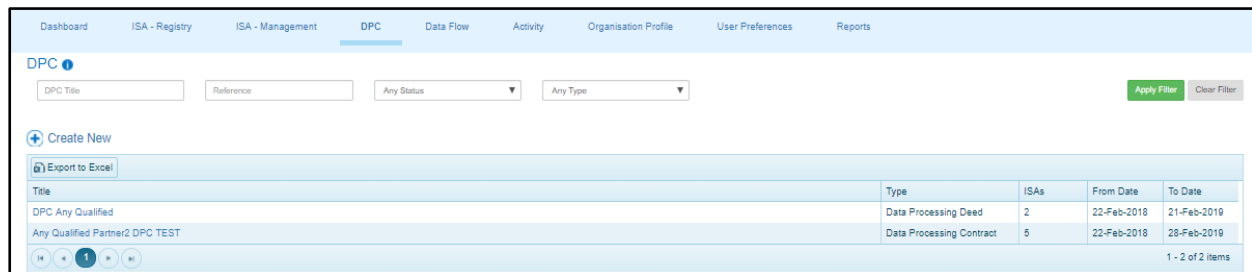


How to search for a Data Processing Contract (QRG)

This Quick Reference Guide covers the following topics:

1. Search for and view DPCs that your organisation is hosting
2. Search for and View your DPCs attached to your organisations ISAs
3. Search for and view your DPCs attached to other organisations ISAs

Search for and view DPCs that your organisation is hosting

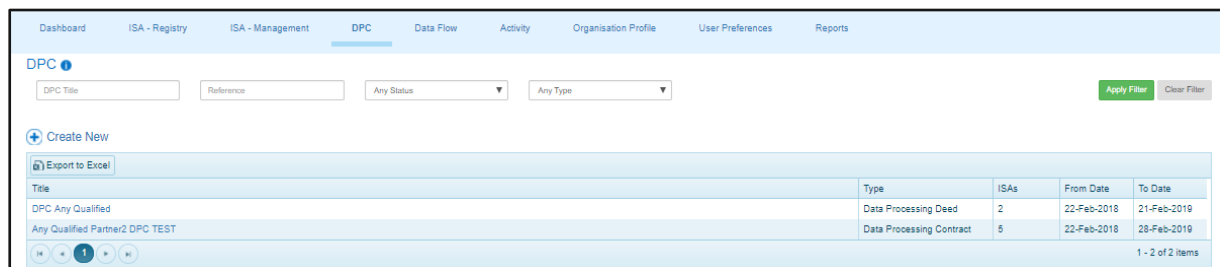


The screenshot shows the 'DPC' tab selected in the navigation bar. Below the navigation bar, there are search filters for 'DPC Title', 'Reference', 'Any Status', and 'Any Type'. To the right of these filters are 'Apply Filter' and 'Clear Filter' buttons. Below the filters, there is a 'Create New' button and an 'Export to Excel' button. The main area contains a table with the following data:


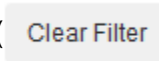
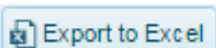
Title	Type	ISAs	From Date	To Date
DPC Any Qualified	Data Processing Deed	2	22-Feb-2018	21-Feb-2019
Any Qualified Partner2 DPC TEST	Data Processing Contract	5	22-Feb-2018	28-Feb-2019

At the bottom right of the table, it says '1 - 2 of 2 items'.

1. Select the 'DPC' tab from the navigation bar
2. The DPC screen is displayed with a table listing all the DPCs that your organisation is hosting and managing
3. The column labelled **ISAs** shows the number of ISAs the DPCs are associated with
4. Above the list of DPCs, a search facility is available with search boxes and filter drop-downs allowing you to view your DPCs by *Title*, *Reference*, *Status* and by the data processing *Type*



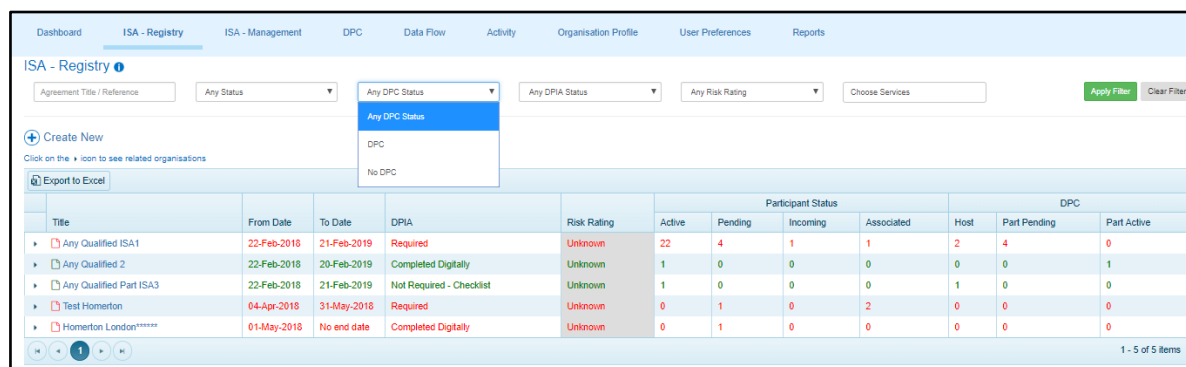
This screenshot is identical to the one above, showing the 'DPC' tab and the table of Data Processing Contracts.

5. Enter your search preferences in the *Title* or *Reference* search fields. You can also narrow down your search by selecting the 'Any Status' or 'Any Type' filter, if required, from the drop-down lists
6. To display the results, select the **Apply Filter** () button or press the 'Enter/Return' key on the keyboard
7. To clear the fields and search again, select the **Clear Filter** () button
8. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** () button above the list of DPCs

9. Select the desired DPC from the search result by clicking on the DPC title. The 'DPC – Edit Details' screen is displayed for you to amend your organisations DPC


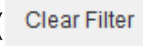
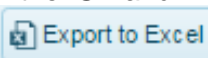
Search for and view your DPCs attached to your organisations ISAs

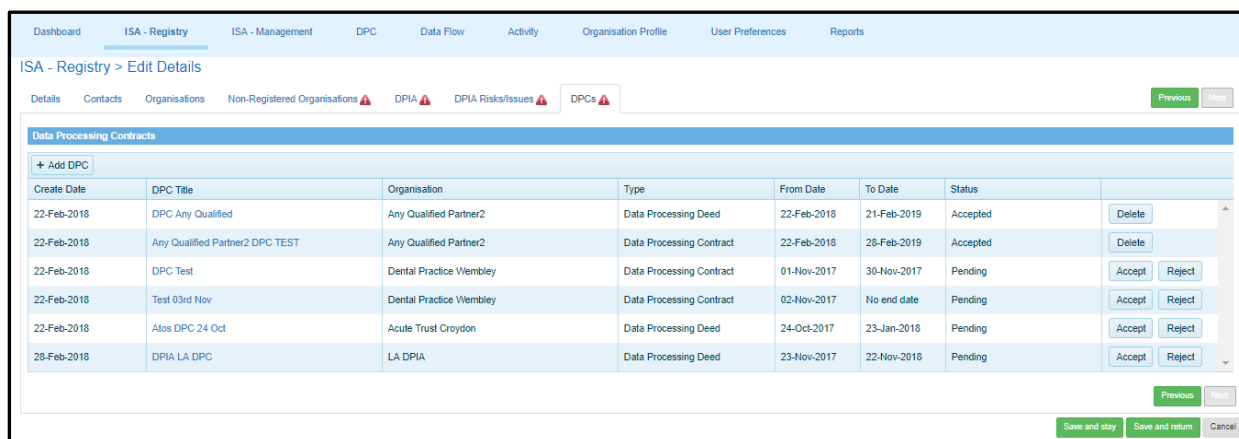
Under the 'ISA – Registry' tab, you can view all of the DPCs that have been added to your organisations ISA as well as approve / reject all incoming DPCs that another organisation have requested to add to your ISA.



The screenshot shows the 'ISA - Registry' screen with a navigation bar at the top containing: Dashboard, ISA - Registry (selected), ISA - Management, DPC, Data Flow, Activity, Organisation Profile, User Preferences, and Reports. Below the navigation bar, there are filter options: Agreement Title / Reference, Any Status, Any DPC Status (dropdown), Any DPIA Status, Any Risk Rating, and Choose Services. There are 'Apply Filter' and 'Clear Filter' buttons. Below the filters, there is a 'Create New' button and a link to 'Click on the icon to see related organisations'. There is also an 'Export to Excel' button. The main table has columns: Title, From Date, To Date, DPIA, Risk Rating, Active, Pending, Incoming, Associated, Host, Part Pending, and Part Active. The table contains 5 rows of data. The first row is 'Any Qualified ISA1' with a 'Required' DPIA status and 'Unknown' risk rating. The second row is 'Any Qualified 2' with a 'Completed Digitally' DPIA status and 'Unknown' risk rating. The third row is 'Any Qualified Part ISA3' with a 'Not Required - Checklist' DPIA status and 'Unknown' risk rating. The fourth row is 'Test Homerton' with a 'Required' DPIA status and 'Unknown' risk rating. The fifth row is 'Homerton London*****' with a 'Completed Digitally' DPIA status and 'Unknown' risk rating. The table also shows participant status for each ISA, including Active, Pending, Incoming, Associated, Host, Part Pending, and Part Active counts.

Title	From Date	To Date	DPIA	Risk Rating	Participant Status				DPC		
					Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
Any Qualified ISA1	22-Feb-2018	21-Feb-2019	Required	Unknown	22	4	1	1	2	4	0
Any Qualified 2	22-Feb-2018	20-Feb-2019	Completed Digitally	Unknown	1	0	0	0	0	0	1
Any Qualified Part ISA3	22-Feb-2018	21-Feb-2019	Not Required - Checklist	Unknown	1	0	0	0	1	0	0
Test Homerton	04-Apr-2018	31-May-2018	Required	Unknown	0	1	0	2	0	0	0
Homerton London*****	01-May-2018	No end date	Completed Digitally	Unknown	0	1	0	0	0	0	0


1. Click on 'ISA – Registry' from the navigation tabs. The 'ISA – Registry' screen is displayed with all of the ISAs that your organisation is hosting
2. The 'ISA – Registry' tab contains a table with useful information about the DPC that are attached to each ISA you are hosting
3. The **DPC Host** column shows the number of DPCs that your organisation has attached to each ISA
4. The **DPC Part Pending** column shows the number of DPCs that another organisation has attached to your organisations ISA and is awaiting for you to action or a decision is pending from your organisation
5. The **DPC Part Active** column will show the number of DPCs from other organisation that have been accepted on to your organisations ISAs
6. Above the list of your organisations ISAs, you have the ability to filter the list of ISAs by those that have DPCs or do not have DPCs attached
7. To display the results, select the **Apply Filter** () button or press the 'Enter/Return' key on the keyboard
8. To clear the fields and search again, select the **Clear Filter** () button
9. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** () button above the list of ISAs
10. To view the DPCs that your organisation have attached, click on one of your organisations ISA title that have DPCs associated with it (Note: check that **DPC Host** column has a positive value)





Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
22-Feb-2018	DPC Any Qualified	Any Qualified Partner2	Data Processing Deed	22-Feb-2018	21-Feb-2019	Accepted	Delete
22-Feb-2018	Any Qualified Partner2 DPC TEST	Any Qualified Partner2	Data Processing Contract	22-Feb-2018	28-Feb-2019	Accepted	Delete
22-Feb-2018	DPC Test	Dental Practice Wembley	Data Processing Contract	01-Nov-2017	30-Nov-2017	Pending	Accept Reject
22-Feb-2018	Test 03rd Nov	Dental Practice Wembley	Data Processing Contract	02-Nov-2017	No end date	Pending	Accept Reject
22-Feb-2018	Alto DPC 24 Oct	Acute Trust Croydon	Data Processing Deed	24-Oct-2017	23-Jan-2018	Pending	Accept Reject
28-Feb-2018	DPIA LA DPC	LA DPIA	Data Processing Deed	23-Nov-2017	22-Nov-2018	Pending	Accept Reject

11. Then select the 'DPCs' tab

12. The Data Processing Contracts screen will display a list of all DPCs associates with this ISA and any pending DPC requests that is waiting for your organisation to make a decision on

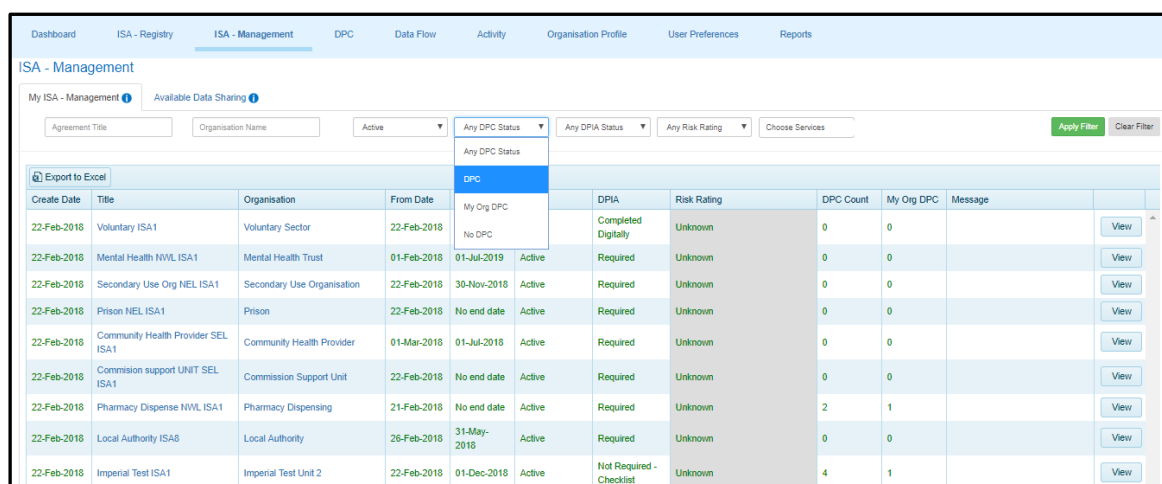
Note: The red triangle () icon on a tab indicates that an action is required, or a decision is pending from your organisation

13. You can action these requests by selecting either the **Accept / Reject** ( ) button adjacent to the DPC title

14. To view the details of the DPC, select the *DPC title* from the list and the details will be displayed in a new browser tab

Search for and view your DPCs attached to other organisations ISAs

Under the 'ISA – Management' tab, you can view all of the DPCs that you have added to another organisations ISA as a participant of that ISA. When you add a DPC to other organisations ISA, the DPCs tab will be marked as decision pending from the host organisation of the ISA.


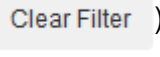
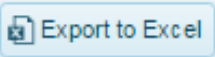


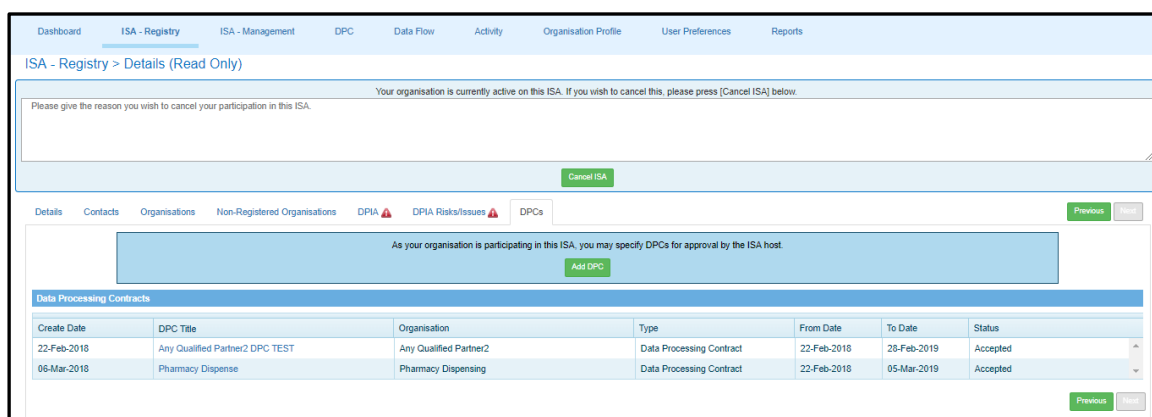
Create Date	Title	Organisation	From Date	My Org DPC	DPIA	Risk Rating	DPC Count	My Org DPC	Message	
22-Feb-2018	Voluntary ISA1	Voluntary Sector	22-Feb-2018	No DPC	Completed Digitally	Unknown	0	0		View
22-Feb-2018	Mental Health NWL ISA1	Mental Health Trust	01-Feb-2018	01-Jul-2019	Active	Required	Unknown	0	0	View
22-Feb-2018	Secondary Use Org NEL ISA1	Secondary Use Organisation	22-Feb-2018	30-Nov-2018	Active	Required	Unknown	0	0	View
22-Feb-2018	Prison NEL ISA1	Prison	22-Feb-2018	No end date	Active	Required	Unknown	0	0	View
22-Feb-2018	Community Health Provider SEL ISA1	Community Health Provider	01-Mar-2018	01-Jul-2018	Active	Required	Unknown	0	0	View
22-Feb-2018	Commission support UNIT SEL ISA1	Commission Support Unit	22-Feb-2018	No end date	Active	Required	Unknown	0	0	View
22-Feb-2018	Pharmacy Dispense NWL ISA1	Pharmacy Dispensing	21-Feb-2018	No end date	Active	Required	Unknown	2	1	View
22-Feb-2018	Local Authority ISA8	Local Authority	26-Feb-2018	31-May-2018	Active	Required	Unknown	0	0	View
22-Feb-2018	Imperial Test ISA1	Imperial Test Unit 2	22-Feb-2018	01-Dec-2018	Active	Not Required - Checklist	Unknown	4	1	View

1. Click on the 'ISA – Management' tab from the navigation tabs

- The 'My ISA – Management' tab is displayed with a list of all of the ISAs that your organisation is participating in
- The 'My ISA – Management' tab contains a table with useful information about the DPCs that are attached to each of the ISAs that your organisation is participating in
- The **DPC Count** column shows the total number of DPCs that are attached to an ISA
- The **My Org DPC** column shows the number of DPCs from your organisation that are attached to an ISA


Note: Any ISAs that you have been invited to must first be **accepted** by your organisation (Active status) before you can add a DPC to that participating ISA

- Above the list of the participating ISAs, you have the ability to filter the list of ISAs with DPCs attached, those that have My Org DPCs or those with No DPC attached
- Select an appropriate option from the 'Any DPC Status' drop-down field then click the **Apply Filter** () button to show you the filtered results
- To clear the fields and search again, select the **Clear Filter** () button
- To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** () button above the list of ISAs
- To view the DPCs that your organisation has attached, click on one of the ISAs your organisation is participating in (Note: check that **My Org DPC** column has a positive value)



Create Date	DPC Title	Organisation	Type	From Date	To Date	Status
22-Feb-2018	Any Qualified Partner2 DPC TEST	Any Qualified Partner2	Data Processing Contract	22-Feb-2018	28-Feb-2019	Accepted
06-Mar-2018	Pharmacy Dispense	Pharmacy Dispensing	Data Processing Contract	22-Feb-2018	05-Mar-2019	Accepted

- The 'ISA – Registry > Details (Read Only)' screen is displayed for you to view the ISA and the DPCs associated with it
- Select the 'DPCs' tab
- The Data Processing Contracts screen will display a list of all DPCs associated with this ISA and their status
- To view the details of the DPC, select the *DPC title* from the list and the details will be displayed in a new browser tab

Note: The red triangle () icon on a tab indicates that an action is required, or a decision is pending from the host organisation