

## 1. Create an Information Sharing Agreement (ISA)

Creating a new Information Sharing Agreement involves completing some mandatory and optional tabs.

The tabs are:

- **Details:** holds the metadata information about the ISA as well as the electronic copy of the Agreement
- DPIA: requires you to carry out a checklist and complete a full digital DPIA
- DPIA Risks/Issues: allows you to log any risks or issues associated with this ISA
- e-ISA details: holds the principles and details of sharing
- **e-ISA** Data Directory: allows for the creation of a statement of sharing, who will have access and data templates
- DPCs: allows you to attach your organisations data processing contracts and processing organisation onto this ISA
- Organisations: holds the list of all of the registered organisations within the DCC
- Non-Registered Organisations: allows you to search for an organisation that hasn't yet registered onto the DCC
- **Contacts:** holds the details of the contact person within the host organisation who is creating the ISA
- 1. Click on 'ISA Registry' from the top menu. The 'ISA Registry' page is displayed with a list of all the organisation's hosted ISAs

Agreement Title / Reference	All Status		II DPC Statu	s v	A8 I	pia Status		٣	All Risk Ra	ling		×	Choose Ser	rvices	
All Data Templates V	All Data Sections	• /	ll e-ISA Stat	26 <b>Y</b>											
				Filter	Clear Filte	18									
Create New	ons														
Create New ck on the + icon to see related organisation	ons						Partic	ioant Status			DPC				
Create New ck on the + icon to see related organisatis Export to Excel Title	From Date	To Date	Status	DPIA	Risk	Active	Partic	ipant Status Incoming	Associated	Host	DPC	Active			
Create New k on the + icon to see related organisation Export to Excel Title D GP Data ISA	From Date 01-Jan-2018	To Date 09-Jan-2019	Status	DPIA Completed Digitally	Risk	Active 1	Partic Pending 2	ipant Status Incoming 0	Associated 0	Host 1	DPC Pending 0	Active	PDF	Clone	Archi
Create New Create New Create New Create Second Seco	From Date 01-Jan-2018 01-Mar-2018	To Date 09-Jan-2019 No end date	Status Live	DPIA Completed Digitally Completed Digitally	Risk Red Green	Active 1	Partic Pending 2 0	ipant Status Incoming 0	Associated 0 0	Host 1 0	DPC Pending 0	Active 0 0	PDF PDF	Clone	Archi

- 2. Click on the Create New (+) Create New ) link
- 3. An information dialog window will pop up to prompt you to search for existing ISAs and other available ISAs before creating another (This is to prevent duplicate ISA being created). Click 'Okay' button.



4. The information dialog window closes and the 'ISA - Registry > Create New' screen is displayed



## 2. ISA 'Details' Tab

1. Under the 'Details' tab, populate all required fields (pink fields are mandatory) as per the ISA agreement

A - Registr	v > Create New						
Details DPI/	DPIA Risks/Issues	e-ISA Details e-ISA Data Dire	ctory DPCs Organisatio	ns Non-Registered Organisation	ts Contacts		Previous
Statur	Piease Select		٣				
Region	All London Regions	North Central London	North East London	North West London	South East London	South West London	
Title 🚺							
Background	1						
Services	•						
AdditionalServices	Record free-text service here u	p to 40 characters.					
Valid From	ddimm/yyyy	То	dd/mm/yyyy	No Expiry Date			
Expiry Notification Date	ddimm/yyyy	Review Date	dd/mm/yyyy				
Version	1 0						
air Process Notice	None		Ŧ				
Searchable by others	Yes		٣				
Allow RSU to	Piease Select		٣				
Approval Statu	Piease Select		•				
Owne	The Practice (Demo)						
Documente	% Upload New						

- 2. Using the drop-down for Status, change the status for this ISA to Draft, this will allow you to save the ISA while you are creating it without the need to complete all mandatory fields before being able to save it. Once you have completed all mandatory fields and have set the ISA status to live, you can only save if all requirements have been met
- 3. Enter the region or regions this ISA will cover. Choosing All Regions will make this ISA a pan-London ISA
- 4. Enter a suitable title for the ISA. Click on the **1** icon for guidance
- 5. Enter the Background of the ISA, this is often a copy of the overview or introduction of the document version of the ISA pasted into the screen
- 6. Enter the type of services that this ISA covers. This will be helpful for other organisations to find your ISA by the type of service
- 7. Enter a 'Valid From' and 'Valid To' date using the calendar icons ( i))
- 8. If an ISA doesn't have an expiry date, then place a tick on the **No Expiry Date** check box on the right of the '*Valid To*' date field
- 9. You will be required to enter a review date of the ISA as an ongoing ISA should be reviewed regularly and kept up-to-date
- 10. If there is a Fair Process Notice available, please make this available via a website hyperlink or by uploading a document using the **Upload New** ( Upload New ) button

Version	1 🛈		
Fair Process Notice	Website Link •	Website link	
	None		
Searchable by others?	Document		
	Website Link		



- 11. To make the ISA visible and allow other organisations to view it and be able to request access to it, ensure that the 'Searchable by others?' drop-down is set to 'Yes'
- 12. To allow an RSU to manage your ISA select Yes from the drop down. This will allow them to accept other organisations requests to join the ISA and generally manage the information on the ISA. It will not give the RSU the ability to fill out the DPIA or DPIA risks and issues tabs on your organisations behalf but they can manage all other tabs.
- 13. To show that the host organisation approves the ISA select Active from the drop down, at which point the Approval Person will need populating and a date of approval should be given. Where a change to the ISA is made that requires participants to accept the ISA the host approval will be set back to Pending and will require resetting to Active. All currently created ISAs will have the status Pre-Approved (Historic record)
- 14. Finally, upload the Agreement by using the Upload New ( Upload New ) button and provide details of the document

Provide detai	Provide details				
Title	Trinity Agreement				
Description	Trinity Agreement				
Category	Agreement				
	Choose File				
	Max file size: 2024	) KB			

*Note*: When creating an ISA at least one document marked as 'Agreement' must be uploaded

15. To delete an agreement, select the Delete ( × Delete ) button adjacent to the Agreement title

Confirm delete	)	×
Reason	Provide the reason for this delete.	
	Delete	

- 16. When deleting a document, you must specify the reason for the deletion. Please enter your reason in the 'Confirm delete' dialog box and select the Delete ( Delete ) button
- 17. To update an existing ISA document, select the New Version ( New Version ) button
- 18. When updating / replacing an existing document, you must specify a reason for the amendment. Please enter your reason in the 'Provide details' dialog box and upload the new file by selecting the **Choose File...**( Choose File...) button



Provide detail	Provide details ×						
Reason	Provide the reason for this update.						
Title	Trinity Care ISA						
Description	Trinity Care ISA						
Category	Agreement						
	Choose File						
	Max file size: 20240	KB					

## 3. DPIA Tab

Dashboar	d	ISA - Registry	ISA - Management	DPC D	ata Sharing	Activity	Organisation Profile	User Preferences	Reports	
ISA - Re	gistry >	Create New								
Details	DPIA 🛕	DPIA Risks/Issue	e-ISA Details	e-ISA Data Directory	DPCs	Organisations	Non-Registered Organisatio	ns Contacts		Previous
A DF	PIA has not	been recorded for this	ISA - please complete.							

See quick guide Data Protection Impact Assessment (DPIA)' to complete a mandatory DPIA checklist.

## 4. ISA 'Risks/Issues' Tab

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisation Profile	User Preferen	ces Reports			
ISA - Registry	v - Registry > Create New										
Details DPIA	A DPIA Risks/Issue	e-ISA Details	e-ISA Data Dire	ctory DPCs	Organisations	Non-Registered Organi	sations Contacts				Previous Next
				Please of	omplete associate	d risks/issues. These are m	andatory - at least one n	nust be specified.			
			Please Select		in additio	n, prease specify the overal	The racing for this fam.		•		
Risks/Issues											
+ Add new reco	rd										
Date 1	Type Description			Likelihoo	d Impact	Score	Owner	Status Mitigat	ing		
											Previous Next
										Save and stay	Save and return Cancel

- Please complete the mandatory associated risks/Issues. Click on the DPIA Risks/Issues' tab or at the bottom-right of the screen, select the Next (Next) button.
- 2. An overall risk rating must be completed for the ISA, click on the down arrow

At least one risk or issue must be specified. In addition, please specify the overall risk rating for this ISA.	
Please Select 🔻	
Please Select	
Red	
Amber	
Green	

- 3. Select the RAG risk rating from the list of options
- To add an individual risk/issue for the ISA, click the Add New Record (+ Add new record) button



5. The risk/Issue Edit screen is displayed. Complete all required fields

Edit		×
Date	14/05/2018	
Туре	Risk	•
Status	Please Select	•
Description		]
Owner		
Likelihood 0	Please Select	•
Impact	Please Select	•
Mitigating Details		ן
		4
	V Update 🛇 Cance	el

- 6. Once all fields, including the Likelihood and Impact fields using the drop downs, click the update button
- 7. The Likelihood and Impact scores are combined to give an overall score for the risk and is calculated from the following risk rating matrix, which is accessed via the **1** symbol

LIKELIHOOD	IMPACT				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Possible (3)	3	6	9	12	15
Likely (4)	4	8	12	16	20
Almost Certain (5)	5	10	15	20	25
4.2	4.0	0.4	0	45.05	
Low Risk	Moderate Risk	Hig	h Risk	Extreme	Risk

## 5. e-ISA Details

Dashboard ISA - Registry IS	A - Management DPC Data Sharing Activity	Organisation Profile User Preferences Reports
ISA - Registry > Edit Details Details DPIA DPIA Risks/Issues e-	ISA Details e-ISA Data Directory DPCs Organisations Non-	tegistered Organisations Contacts Provides Next
Details		Principles et al.
Purpose	Individual care and treatment	Please select principles Select
Adult/Child Data	Both Adult's and Children's Data	v Please select agreements Select
Adult definition	15+	1. The participating organisations recognise that the duty to share information can be as important as the duty to protect patient confidentiality
Data Type	Personal Confidential Information Pecudonymised Data in line with ICO Code Anonymised Data in line with ICO Code Corporate	(In Calcotor Principie, a legal requirement under the Health and Social Cale 44 (2015). • 2. This agreement sets of the core requirements which add aprecy underlakes to comply with whenever the sharing of personal data between the agencies is proposed, considered or undertaken. • 3. This sharing and use of any personal data will always be subject to a DPA, undertaken by the Controller of the information. DPAs will be filed as appendices to this agreement, in addition to providing robust, particulation and the calcotor Drivides. Plas will be filed as appendices to this agreement, in addition to providing robust, particulation and the calcotor Drivides. Plas will be device compliance with the principies of the Diak Privation. Lagitation and the Calcotor Drivides.
Data outside EEA?	No	Please select requirements Select
What is the lawful basis for processing information?	Select	Please select assurances Select
	Common Law Duty of Care	
Adhering to the IGA Records Management Code of Practice 2016?	No	•
		Previous Net
		Save and stay Save and return Cancel



- 1. Complete the e-ISA Details screen, some information has been pulled through from the DPIA tab. Click the e-ISA Details tab
- 2. Ensure all information on the left of the screen is correct and complete
- 3. To select the principles of the ISA click the Select ( Select ) button

select Principles	3
Each party to this agreement shall: Select All I SAs should be concise and easy to navigate I SAs should follow a standard template I SAs should be used when indicated by the diagram I SAs should be used when indicated by the diagram I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be as high a level as possible to facilitate good care with minimal need for re-drafting I SAs should be used is a agreement, and parties must agree to the addition of a new party I The ICO advice is helpful, but following it to the letter often brings about the problem of length and complexity – professional I/G judgement should be used to select content A systems access arrangement imgint be used instead (this can also be used to all configuration mapping) Any agreement is proposed and managed by the respective service manager / information asset owner with advice from the Information Governance Manager (not the other way around) The Data Protection Officer must always be consulted prior to making any agreement, if there are questions around whether information should be shared, the DPO will ensure that the respective Caldicott Guardian is Record wardetimel achoes	
Record any additional entries.	Cancel

- 4. The Select Principles window is displayed, select each principle that applies to this ISA using the checkboxes
- 5. Any additional principles can be entered into the free text field at the bottom of the window
- 6. Once complete click the save button to return to the e-ISA Details screen
- 7. Click the Please select agreements Select ( <sup>Select</sup> ) button to display the 6 default agreements

Select Agreements	
Each party to this agreement shall:	
In The participating organisations recognise that the duty to share information can be as important as the duty to protect patient confidentiality (7th Caldicott Principle, a legal requirement under the Health and Social Care Act 2015).	
2. This agreement sets out the core requirements which each agency undertakes to comply with whenever the sharing of personal data between the agencies is proposed, considered or undertaken.	
3. The sharing and use of any personal data will always be subject to a DPIA, undertaken by the Controller of the information. DPIAs will be filed as appendices to this agreement. In addition to providing robust justification for the sharing of personal data for specified purposes, PIAs will evidence compliance with the principles of the Data Protection Legislation and the Caldicott Principles.	
4. This agreement does not constitute an overarching permission for the broad, comprehensive or unchallenged sharing of personal data. It provides a framework for the sharing of information which aligns with the purpose(s) set out below, and for no other purpose.	
S. The lead organisation shall manage this document and ensure that it is updated in line with the legislative directions. Revised versions will be circulated to all participating organisations.	
e 6. All parties must adhere to the Common Law Duty of Care	
Record any additional entries.	
Save Cano	el

- 8. The Select Agreements window is displayed with the 6 default principles listed
- 9. Further principles can be added into the free text field at the button
- 10. Once you have added any additional agreements, click the save button
- 11. Click the Please select requirements ( <sup>Select</sup> ) button to display the requirements window



Select Requirements
Each party to this agreement shall: Select All
Ensure that the Data Protection Officer has been consulted on this agreement, and where there are questions around whether information should be shared, that the respective Caldicott Guardian has been consulted.
Not knowingly or negligently process the data shared through this agreement in such a way that it places any party in breach, or potential breach, of the DPA or any relevant associated legislation.
Information shared through this agreement should only be used for the purposes outlined in box 20 of the agreement. Each party to this agreement is expected to protect any data acquired through this agreement, in line with relevant data protection legislation.
Comply with any specific requirements specified by the Controller(s) regarding the processing of personal information which the Controller(s) share(s) through this agreement.
Only disclose personal information shared with it through this agreement where it fails outside of the purpose of the agreement where permission for that disclosure has first been agreed by the Controller which provided the information unless the agency considers that there is a clear legal obligation for disclosure without the Controller(s) consent.
Immediately inform the Controller(s) of any breach (or potential breach) of the DPA, or other relevant legislation, in relation to its processing of the information provided by the Controller(s).
Indemnify the Controller(s) against any costs incurred as a result of the agency's failure to comply with the requirements of the DPA or any relevant associated legislation.
Provide assurance that mandatory standards have been met and passed by completing NHS Digital's Data Security and Protection (DSP) Toolkit.
Record any additional entries.
Save Cancel

- 12. The select requirements window is displayed showing a list of potential requirements to choose from
- 13. Select the required requirements using the check-boxes to the left of each requirement
- 14. Any additional requirement can be added in the free text box at the bottom of the window
- 15. Once you have added any additional agreements, click the save button
- 16. Click the Please select assurances ( Select ) button to display the assurances window

Select Assurances	×
Each party must adhere to the following standards: Select All ICO registration ISO 27001 Data Security and Protection (DSP) Toolkit IGT Toolkit Level 2	
Record any additional entries.	

- 17. The select assurances window is displayed listing standards to be adhered to
- 18. Select the required assurances using the check box to the left of each assurance
- 19. Add any additional assurances in the free text field at the bottom of the window
- 20. Once complete click the Save button to return to the e-ISA Details tab



### 6. ISA Data Directory

1. Complete the e-ISA Data Directory screen, Click the e-ISA Data Directory tab

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisation Profile	User Preferences	Reports		
ISA - Registry	y > Edit Details									
Details DPIA	DPIA Risks/Issues	e-ISA Details e-ISA	A Data Directory	DPCs Orga	nisations N	on-Registered Organisations	Contacts		Previous	Next
Statements of S	Sharing									
Add new Statement	t of Sharing									
									Previous	Next
									Save and stay Save and return	Cancel

2. Click on the Add new statement of sharing ( Add new Statement of Sharing ) button

- Registry > Eq	- Registry ISA - Management I	DPC Data Sharing Activity Organis	ation Profile User Preferences Reports		
ails DPIA DP	PIA Risks/Issues e-ISA Details e-ISA Data	Directory DPCs Organisations Non-Registered O	rganisations Contacts		Previous
atements of Sharing Save SOS Cancel Ad	ad an				
Details Statement of			Who will have access?	Diagon Salart	
Sharing Title			Providence United States of the Providence of the	Press Balant	
Sharing Arrangement	Please Select	•	Registered realm of Care Professionals	Please Select	
System	Please Select	•	Unregistered and supervised health and care professional	Please Select	•
Sharing For	<ul> <li>Direct Care</li> <li>Secondary - Improve health outcomes (research)</li> </ul>	Secondary - Audit and planning Secondary - Population Health Management	Specify another role Data	Please Select	•
Access Methods	Automatic Transfer between systems Read and Write Back Secure Cloud Sharing Secure File Transfer	Information Exchange Engine Read only Secure Email Other	Add new Data Template Upload new Data Fie		Select template file
Format of Data	Image Unstructured	Structured			
Privacy Levels 🌖	Cow Normal Restricted	Moderate     Unrestricted     Very restricted			
Care Setting	Acute Community Primary Care Specialist Services i e. prison, dentistry	Care – please specify Mental Health Social Care			
Specialisms	Type or click to select specialisms.				
Retention Policy		4			
	Onlineal avaluate or constitue codes				

3. The Statement of Sharing screen is displayed.

- Further information and guidance for both Privacy Levels and Retention Policy can be downloaded by clicking on the next to each field
- 5. Complete the Who will have access section on the right of the screen
- 6. Other roles can be added using the free text field at the bottom of the section where needed

Save and stay Save and return Cancel



7. To complete the Data section you can use one of the pre-defined Data Templates using the Add new Data Template (Add new Data Template) button

Select Data Template
Please select an available data template:
Mental Health Discharge
Emergency Care Discharge
Outpatient Letter
O Crisis Care Plan
O Admission Record
O Patient Handover
O Clinical Referral
Healthy Child Record
O Digital Care and Support Plan
Custom SNOMED Template
Select Cancel

- 8. A list of pre-defined templates is displayed, select the one you want to use and click the Select ( Select ) button
- 9. Your chosen template is displayed, and you can now select the data sections to include.

Admission Record								
Delete								
Data Sections shown <u>underlined</u> have been pre-selected for this template. You can add or remove if required.								
Additional Supporting Plan(s) Assessment scales Care Plan Cinical Review of Systems Crisis Plan Diagnoses Educational History Educational History GP Practice	Admission Details     Event details     Aarrative comment section     Clinical Risk assessment     Demographic History     Discharge details     Emergency Care Attendance     Fanily history     Health and Wellbeing Assessment     and Reviews	Allergies and Adverse Reactions     Birth Details     Cinical summary     Contingency plan(s)     Developmental Skills     Distribution list     Death administration     Feeding Status     History     monule above						
Individual requirements     Legal Information     National Screening Programme     Patient preferences     Action context values     Professional Contacts     Safeguarding	alla Reviews  Steppess Steppes	Immunisations Immunisation results Imvestigation results Imvestigation research Personal Contacts Personal Contacts Personal Contacts Referer Details Social Context						

- 1. You can add further templates including the custom SNOMED template, (this template has no preselected data types), as needed by repeating steps 7-9 above
- 2. To download a blank template in excel format in either SNOWMED coding format or Standard coding format click the Select template file dropdown and choose the format required. The template can now be populated and uploaded, see step 12 below
- 3. To upload a template from file, click on the Upload new Data File (Upload new Data File ) button



- Once all Statement of Sharing sections has been completed, click the Save SOS ( <sup>Save SOS</sup>) button to finalise the statement of sharing
- 5. Before moving to the next tab click the Save and Stay or Save and Return button at the bottom right of the window

## 7. ISA 'DPCs' Tab

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisation Profile	User Preferences	Reports				
ISA - Registry	y > Create New											
Details DPIA	DPIA Risks/Issues	e-ISA Details	e-ISA Data Direc	ctory DPCs	Organisations	Non-Registered Organisatio	ns Contacts					Previous Next
Data Processing	g Contracts											
+ Add DPC												
Create Date	DPC Title		0	rganisation		Туре		From Date	To Date	Status		
												Previous Next
											Paus and star	Cancel
											Save and stay	save and rotum Cancel

- 1. To add your organisations Data Processing Contract (DPC) to this ISA, select the 'DPCs' tab
- 2. Select the **Add DPC** (+ Add DPC) button on the top left of the Data Processing Contracts table

Select DPC					
PI	lease specify	the name of the D	PC to search or leave bla	ank to show all DPCs.	
N	ame		Туре	Any Type	•
					Search Cancel

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

Please specify the r	name of the DPC to search or le	eave blank	to show al	DPCs.		
Name		Туре	Data Pro	cessing Contract	Ŧ	
Title	Туре	From	Date	To Date		
GP Practice 1 - DPC	Data Processing Contract	01-00	t-2017	12-Oct-2017	A	
NHS E - DPC	Data Processing Contract	06-00	t-2017	08-Oct-2017	Select	
Hospital 1 - Data Processing Contract	Data Processing Contract	01-00	t-2017	12-Oct-2017	Select	
Jana DPC	Data Processing Contract	10-00	t-2017	31-Oct-2017	Select	
DPC Test 2 Jana	Data Processing Contract	12-00	t-2017	No end date	Select	
Test 3 DPC	Data Processing Contract	12-00	t-2017	No end date	Select	
muhitul's DPC	Data Processing Contract	02-00	t-2017	27-Oct-2017	Select	

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





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

### 8. ISA 'Organisations' Tab

1. Click on the 'Organisations' tab or select the **Next** ( **Next** ) button. The Organisations tab is displayed

etails	DPIA 🛕	DPIA Risk	s/Issues 🛕	e-ISA Details	e-ISA Data Directo	ory DPCs	Organisations	Non-Registered Organisa	tions Contacts	Previous N
elect the	e registered o	rganisation	s you would li	ke to be involved	in this ISA.					
the orga	nisation is not	available, yo	bu may search	for them in the [No	on-Registered Organi	sationsj tab and (	directly associate tr	tem to this ISA.		
Participa	ating Organisa	ations								
+ Selec	t organisations	Resend	Invites							
Create D	ate	0	Organisation			St	atus			
										Previous

- 2. To invite an organisation onto the ISA, Click the 'Select organisation' button
- 3. The 'Select Organisation' pop-up window (above) is displayed

Select Organisation	ns					×
Please se	elect your search criteria	and press the [S	earch] butto	n.		
Name			OD \$			
Region	Any Region	~	Туре	Any Type	~	
Service			Borough			
					Search Ca	incel

- 4. You can search for an organisation by:
  - a. Part of their name (i.e. "hospital" or "surgery")
  - b. The STP footprint region
  - c. The services they provide
  - d. The ODS code
  - e. The organisation type
  - f. The boroughs they service
- 5. Once you have entered the search criteria, select the **Search** (Search) button



Select Organisations										
Please select your search criteria and press the [Search] button.										
Name	ODS									
Region North East London V	Type Any Type	٣								
Service	Borough									
Organisation	Туре	Region								
test for nro purpose	Other	North East London								
0504_IE10	Other	North East London								
1204 org	Other	North East London								
LONDON AMBULANCE SERVICE NHS TRUST	Other	North East London								
Test to reject	Other	North East London								
MW New Use Chrome	Ambulance Trust	North East London	-							
		Select Search	Cancel							

- 6. From the search result, place a tick in the check box, highlighted, next to the organisation or organisations you want to invite to participate in the ISA
- 7. Click the **Select** button
- 8. You will be prompted to **Confirm** or **Cancel** your selection

Confirmation
Please confirm you wish to add the selected organisation
Confirm Cancel

9. To remove an organisation from the 'Organisations' tab. Select the Delete (
 × Delete ) button adjacent to the organisation name

## 9. ISA 'Non-Registered Organisations' Tab

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisation Profile	User Preferences	Reports	
ISA - Regis	try > Edit Details								
Details DF	PIA DPIA Risks/Issues	e-ISA Details e	e-ISA Data Directory	DPCs Orga	anisations	Non-Registered Organisations	Contacts		Previous Next
Non Register	red Organisations								
+ Add new re	ecord								
Create Date	Organisation	S	Source				Reference		
									Previous Next
									Save and stay Save and return Cancel

- 1. Click on the 'Non-Registered Organisations' tab or at the bottom-right of the screen, select the **Next** ( Next ) button.
- To add an organisation that hasn't yet registered onto the Data Controller Console, select the Add New Record ( + Add new record ) button



Add Non-RegisteredOrganisation								
You can sea Name	rch for organisations using ODS code, ICO reference or							
Search Type	ODS Code O ICO Reference Name							
Name Search Type	$\circledast$ Starts with $\odot$ Contains (much slower)							
Search Term								
	Search Cancel	]						

- 3. The 'Add Non-Registered Organisation' form is displayed. You can search for an organisation by the ODS code, ICO reference number or the organisation name
- 4. Select a **search type** option, if searching on Name select Name Search Type, and enter the **search term** followed by the Search (Search) button

Add Non-RegisteredOrganisation								
You can search for organisations using ODS cod	le, ICO reference or Nan	ne						
Search Type ODS Code O ICO Reference  Name								
Name Search Type       Starts with      Contains (much slower)								
Search Term Test								
Organisation	Source	Reference						
Testvale Surgery (J82132)	IG Toolkit	J82132	🛕 See Org					
TESTON & WATERINGBURY NURSERY GROUP	Information Commissioner	Z1270559	Select					
TESTERWORLD LTD (2008846)	Information Commissioner	Z1533551	Select					
TEST INSPECT LTD (5299500)	Information Commissioner	Z1767802	Select					

Note: The displayed search results are extracted from the IG Toolkit.

There are quarterly updates of the ICO codes, toolkits and Caldecott Guardian National Register, therefore, it may not hold the most up-to-date records.

5. Once the search result generates the desired list, click the **Select** ( Select ) button to add the Non-Registered Organisation to the ISA



## 10. ISA 'Contacts' Tab

 Click on the 'Contacts' tab or at the bottom-right of the screen, select the Next ( Next ) button. The Contacts tab is displayed

Dashboar	rd I	SA - Registry ISA	- Management	DPC Da	ita Sharing	Activity	Organisation Profile	User Prefer	inces	Reports			
SA - Re	gistry >	Create New											
Details	DPIA 🛕	DPIA Risks/Issues 🛕	e-ISA Details	e-ISA Data Directory	DPCs	Organisations	Non-Registered Organisations	Contacts				Previous	Next
	Status	Live				٣							
	Region	All London Regions	Nor	th Central London	North	East London	North West London		South East L	ondon	South West London		
н	ealth Info. Exchange	Not Applicable				٣							
	Title 🚺	Test ISA											
Ba	ackground	Basic test ISA not for connec	tion to a Health Info. B	Exchange									11
	Services	111 x											
Additiona	alServices	Record free-text service here	up to 40 characters.										
v	Alid From	18/11/2018		То	ddimm/yy	yy 💼	No Exp	ry Date	/				
Expiry No.	otification Date	dd/mm/yyyy		Review Date	ddimm/yy	)Y 🔟							
	Version	1 0											
Fair Proce	ess Notice	None				٠							
Sear	others?	Please Select				٣							
Publish to	website?	Please Select				•							
	Owner	DROP1 TEST ORG2											
D	ocuments	% Upload New											
												Previous	Next
												Save and stay Save and return	Cance

#### 1.10.1. Add New Contacts:

2. To add a contact for this ISA who is not already a user of the DCC, Under 'Hosted contacts', click the **Add New Record** ( + Add new record ) button.

Dashboard	ISA - Registry	ISA - Management	DPC	Data Sharing	Activity	Organisation Profile	User Preferences	s Reports		
ISA - Registry	> Edit Details									
Details DPIA	DPIA Risks/Issues	e-ISA Details e-ISA	Data Directory	DPCs Organis	ations No	on-Registered Organisations	Contacts			Previous Next
Hosted contacts										
+ Add new recor	d + Add from Organisa	tion Contacts								
Name		Roles			Fur	actions		Email	Notify	
Other parties inv	olved									
+ Add new recor	b									
Name						Туре				
										Previous
									Save and stay	Save and return Cancel

3. The Edit screen is displayed with contact fields

Edit	×
First Name	
Last Name	
Roles	
Role Other	
Functions	
Email	
Phone	
Mobile	
Notily for Updates	0
	V Update S Cancel



4. Populate the fields for the new person to be added.

Note: the Roles field can now accept multiple roles for a contact.

- 5. If you want to notify the person that they have been added as a hosted contact in the ISA then please tick on the 'Notify for Updates' check box
- 6. Click the **Update** ( **Update** ) button at the bottom right of the screen. The contact screen will then close and contact details will be added to the ISA

#### 1.10.2. Add Existing Contacts:

- 7. To add a contact from existing organisation contacts in 'Hosted contacts', click the Add from Organisation Contacts ( + Add from Organisation Contacts ) button.
- 8. A dialog box labelled 'Add Organisation Contact' is displayed with a drop-down list of your organisation contacts

Add Organisation Contact	×
Select an existing organisation c	ontact
Select contact	$\sim$
Add Contact	Cancel

- 9. Select a contact from the drop-down list and click the **Add Contact** (Add Contact ) button. A Contacts screen is displayed with the contact's details already populated.
- 10. Amend the contact details accordingly; if necessary, amend the 'Role' and specify a function for the ISA

Edit	×
First Name	Tony
Last Name	Harvey
Roles	
	Caldicott Guardian x Data Protection Officer x IG Manager/Lead x Privacy Officer x
Role Other	
Functions	
Email	lony harvey2@nhs.net
Phone	0920145245245
Mobile	
woone	133603797
Notify for Updates	
	Update 🛇 Cancel

- 11. If you want to notify the person that they have been added as a hosted contact in the ISA then place a tick on the 'Notify for Updates' check box
- 12. Click the **Update** ( Update ) button at the bottom right of the screen. The contact's screen will then close and contact details are added to the ISA



**Note**: To return to the previous screen select the **Previous** (**Previous**) button to move back to the ISA 'Details' tab.

#### 1.10.3. Add Other Parties Involved

1. To add Other Parties involved in processing data, under Other Parties Involved click the +Add new record ( + Add new record ) button

Edit		ĸ
Name		
		. 1
Туре	Please Select T	1
	Please Select	
	Third Sector	
	Fourth Sector	
	Other	

- 2. The Other Parties Involved Edit screen is displayed
- 3. Complete the Name field
- 4. Select the type from the drop-down list of options
- 5. Once complete, click the Update ( < Update ) button