
To ALL Leeds GP Practices and PCN leadership teams – by email.

Monday, 02 September 2019

Dear Colleagues,

As part of our continuing support to practices and PCN's as you develop, we are sending this briefing to make you aware of two documents that have very recently been made available to help practices and PCN's manage information risks and assure data security and protection as we work in new ways.

Leeds GP Confederation Information Governance Framework, and Data Security and Protection Framework Agreement

The GP Confederation has made changes to our Information Governance Policy and Framework which includes a refresh of policies and protocols to ensure that they meet our needs and address the information risks inherent in the extended access services we provide in partnership with member practices. With the help of IG experts we have risk assessed all the ways in which we use data and changed and added to our policies and ways of working in order to manage these risks.

Information on our IG framework and copies of all our policies and the data privacy impact assessments we have completed can be accessed at <https://www.leedsgpconfederation.org.uk/about/how-we-use-your-information/>.

In order to better manage data protection risks and to introduce a framework and controls to how GP and Confederation clinical information systems (Emis Web / SystemOne) are used across extended access services, we have developed a framework agreement between the GP Confed and its member practices. This agreement sets out the responsibilities of the Confed and its members to one another in respect of information governance, and formalises the relationship between these two parties as controllers and processors of data.

EVERY PRACTICE should complete the Data Security and Protection Framework Agreement to ensure that we are doing all we can to impose robust and appropriate controls on the way we collectively use data and clinical information systems to deliver extended access care. Please direct any queries regarding the agreement to simon.boycott@nhs.net or speak to a member of the GP Confed primary care development team.

Primary Care Network Data Sharing Agreement

NHS England has released a template data sharing agreement to support PCN's in governing the use of data to deliver clinical services across a PCN. Some sections of the agreement will need to be completed to reflect the local processes and requirements of your PCN. These agreements will be managed and held within each individual PCN and each practice within the PCN will need to sign the

agreement. Please contact your PCN Development Facilitator if you require any assistance with completing the agreement, guidance notes for completing the DSA are included with the copy of the agreement circulated with this briefing.

Summary

The two agreements detailed in this briefing have been produced to help manage data protection risks and provide appropriate information governance. Whilst similar in subject matter, these are separate agreements with different functions.

The GP Confed DSP Framework Agreement is between the Confed and The Practice and controls how information is used in extended access services. This should be signed by every practice and returned to simon.boycott@nhs.net.

The NHSE PCN Data Sharing Agreement is between the practices within a PCN and is used to govern any data sharing between practices which is required to deliver any service within a PCN. This should be personalised to the needs of each PCN, and signed by every member practice of the PCN and held locally under the care of the PCN leadership team – these do not need to be returned to the GP Confed as the Confed is NOT a party to this agreement.
