



Data Controller Console

User guide for the View Only User (VOU)

October 2017

Document Version History

Version	Date	Author	Reason for update
V1.0	July 2017	Muhitul Haque	AU User Guide created after DCC v1.010 enhancements
V2.0	August 2017	Muhitul Haque	Updated to DCC release 1.2 (Entity Tagging & Audit and Reporting)
V3.0	October 2017	Muhitul Haque	Updated to DCC release 1.3 (DPC) and updated all screenshots to include colour change on navigation tabs.

Glossary of Terms

Terms/Acronym	Definition
DCC	Data Controller Console
Org/Organisation	An organisation or entity registered in Data Controller Console
ISA / DSA	Information Sharing Agreement / Data Sharing Agreement
DPC	Data Processing Contract
ODS Code	Organisation Data Service Code
ICO Number	Information Commissioner's Office Number

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1. Introduction

As part of Healthy London Partnership's London Digital Programme, work was undertaken in 2015/16 to understand how digital technology could improve both the care of patients/clients and the underlying business processes carried out by NHS organisations.

The review highlighted the current problems faced by many organisations in relation to their information sharing policies and processes. These include:

- Lengthy, complex processes to achieve final sign off of information sharing agreements (ISAs) between organisations
- Numerous paper agreements created (for data sharing, data processing etc)
- Duplication or re-work of the content of these paper agreements
- Lack of visibility within the organisation of the agreements they both draft and those they sign up to
- Lack of robust mechanisms to manage on-going agreements
- Alignments of Data Protection Contracts to related ISA
- Lack of comprehensive reporting ability
- Unavailability of General Data Protection Regulation (GDPR) compliant solutions

The London Digital Programme has now created an online tool – the data controller console - that not only support the ongoing management of ISAs but also develop the notion of a 'trusted environment' i.e. a secure and reliable forum, where organisations (on meeting certain criteria) can manage their agreements online.

1.1 Data Controller Console

The Data Controller Console (DCC) aims to make it easier and more efficient for NHS organisations in London to administer their information sharing agreements.

To use the DCC, all participating organisations will be required to 'register' online via the DCC, meet the registration criteria and have their application 'approved' by a governing body.

Once registered, organisations can add/upload their current agreements, record details against each agreement e.g. names of contacts, expiry date and begin to manage existing agreements online.

The DCC is currently designed to only manage existing agreements, new agreements that are required or in progress, should be developed using your organisations current procedures.

1.1.1. Minimum Browser Requirement



The DCC is a web based application and there is a minimum browser requirement for effective performance. Recommended browsers for DCC are Internet Explorer (Version 10 or above), Google Chrome (version 6 or above) and latest version of Safari, Edge, Firefox and Opera. If

you are using an older browser, you will see the error message below. Please ensure you upgrade your browser to the latest version or contact your system administrator.





Welcome to the Data Controller Console

This application does not support your current version of Internet Explorer.
Please either upgrade Internet Explorer to version 10 or above, or use any recent version of Chrome, Edge, Firefox or Safari.

1.1.2. User Groups

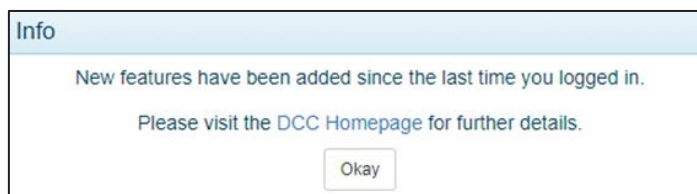
The main users of the DCC will be those staff whose responsibility includes creating, administering or managing the associated governance around agreements. This includes Information Governance Managers, Caldicott Guardians, Privacy Officers and Practice Managers in GP Practices.

The DCC has four types of user groups:

 Regional Super User <i>(RSU)</i>	<p>A key role of the Regional Super User is to 'approve' or 'reject' organisations who request to join the data controller console 'club'. This user has access to ALL functionalities (register organisation, create ISA, update Organisation and ISA, create users, update user details, upload documents etc.) INCLUDING the ability to 'Approve/Reject' an organisation's application to join the DCC.</p>
 Organisation Super User <i>(OSU)</i>	<p>Key roles of the Organisation Super Users are to manage their organisations ISAs (in conjunction with Active Users) and manage the creation of the User Accounts associated with their organisation. This user has access to ALL functionality (see examples above in RSU), EXCLUDING the ability to 'Approve/Reject' an organisation's application. It is expected that every organisation will have a minimum of two Organisation Super Users to facilitate appropriate management and access to the DCC.</p>
 Active User <i>(AU)</i>	<p>A key role of the Active User is to manage the organisations ISAs on a day to day basis. This user has access to functionality for: Viewing all organisation details and Create ISA, Update ISA, Remove ISA and upload documents.</p>
 View Only User <i>(VOU)</i>	<p>This user has access to functionality for viewing the organisation details and ISAs only.</p>

2. Logging In and Out

2.1 New features to the DCC *[New]*



When new updates / enhancements are added to the Data Controller Console, you will see a one-off popup message when you next log in. You can find out more information about the updates by clicking on the 'DCC Homepage' link or in this user guide marked *[New]* in green text.

2.2 Session Time Out

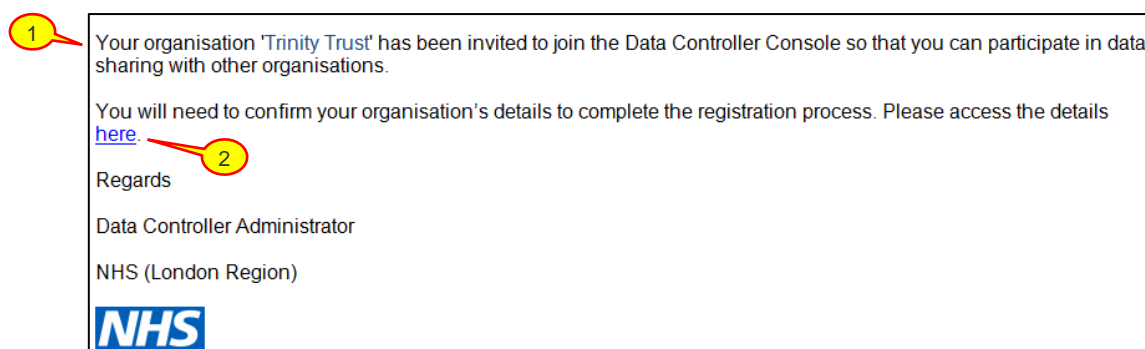
Your login details will be sent to you by the Regional Super User (RSU) once your organisation has been accepted to join the DCC or once your Organisation Super User (OSU) create an account for you with DCC log in in privileges. You will receive an email from: no-reply@datacontroller.london with the subject line 'Data Controller user account created'.

Note: If you haven't received the email from no-reply@datacontroller.london, please check your spam/junk inbox as some spam filters block this email.

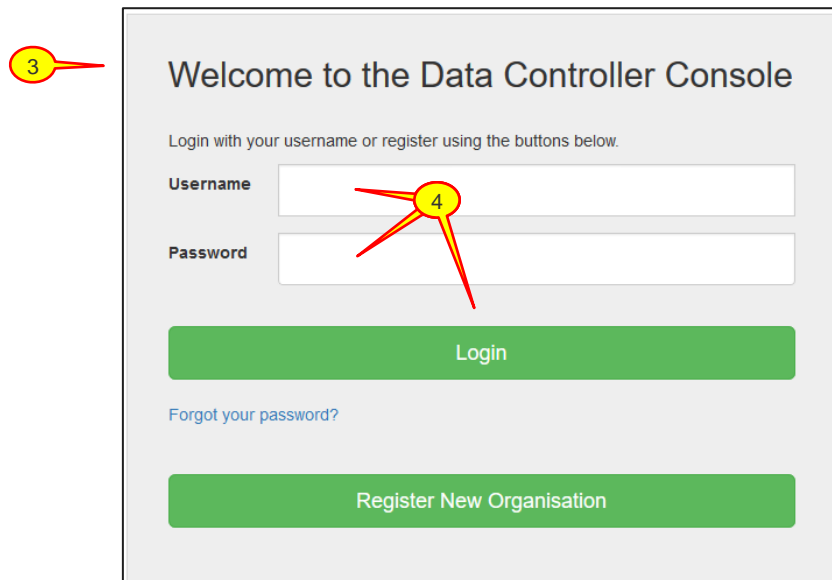
Once you are logged in to the DCC console your session will stay open until you log out or until the session times out automatically after 30 minutes of inactivity. If by error you close the browser tab which is running the DCC session, you will have 30 seconds to re-visit the DCC link to stay in the session otherwise you will be logged out of the console.

CAUTION: After three unsuccessful login attempts the account will be locked out. To unlock the account, see the 'Forgotten Password' section to reset the password.

2.3 Login as a New User after an Account is Created (first time login)



1. Check your email box for an invitation email with the title 'Data Controller user account created' which will enable you to join the Data Controller Console
2. Click the link in the email to access the login screen
3. The default Internet browser is launched, displaying the Data Controller Console login page



Welcome to the Data Controller Console

Login with your username or register using the buttons below.


Username

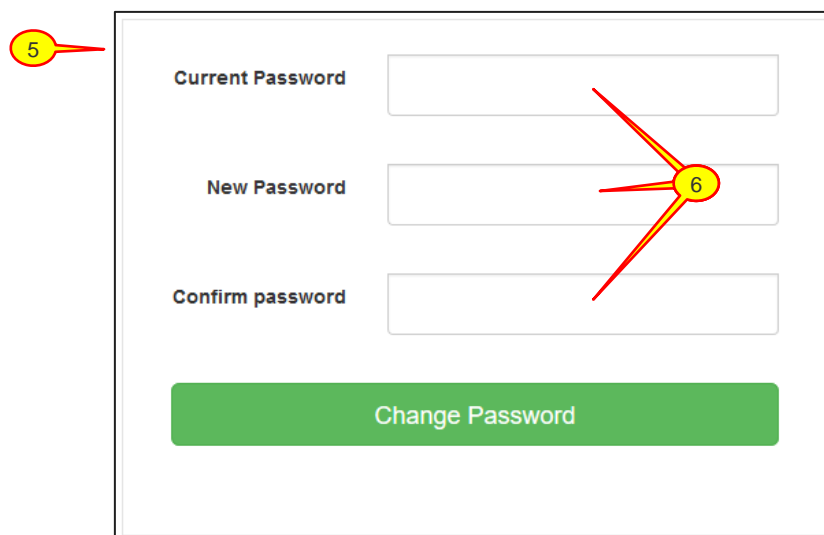
Password

Login

[Forgot your password?](#)

Register New Organisation

4. Enter your **username** and **password** in the respective fields and click on the **Login** () button




Current Password

New Password

Confirm password

Change Password

5. A 'Change Password' screen is displayed with fields to input your current password and new password
6. Enter your current password into the **Current Password** field and input your new password into the **New Password** and **Confirm Password** fields. Then click the **Change Password** () button

Note: If you forget your password, please see the 'Forgotten Password' section below.

7. You are now logged in to the Data Controller Console and the dashboard is displayed

7

Summary	
Status	Online
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	2
ISA Non-Registered Organisation Review Required	1
ISA Management Pending	1
ISA Management Under Consideration	1
ISA Registry Incoming Requests	3
ISA Management Total	10
ISA Registry Total	7
DPC Decision Pending on an ISA	2

2.4 Login to the Data Controller Console

1. Launch the DCC application with the given URL (<https://datacontroller.london>)
2. The default Internet browser is launched successfully, displaying the Data Controller Console (DCC) login page

2

Welcome to the Data Controller Console

Login with your username or register using the buttons below.

Username

Password

3

Login

[Forgot your password?](#)

Register New Organisation

3. Enter your **Username** and **Password** in the respective fields and click on the **Login** () button
4. You are logged in to the application and the dashboard is displayed

Data Controller Console
Beta 1.205 [UAT]

Muhtul Haque@TEST OSU ORG1
[Organisation User]

NHS
London Region

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

Dashboard
Hello Muhtul Haque, welcome to the NHS Data Controller Hub.

Regional Map



Notifications - the most recent notifications you have asked for

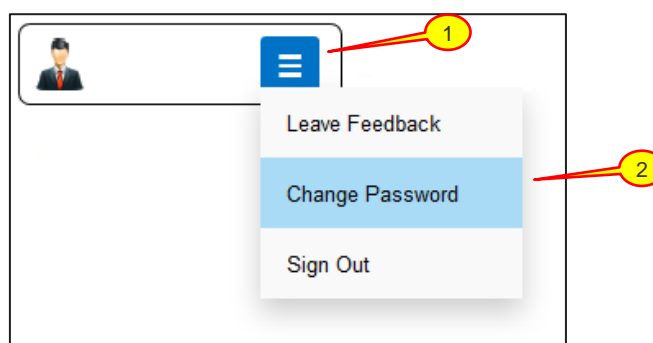
Notification

Summary

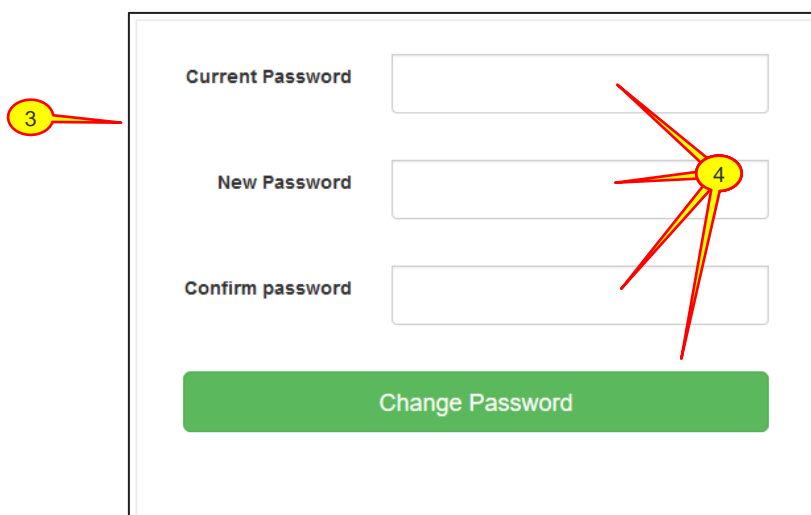
Status	Online
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	2
ISA Non-Registered Organisation Review Required	1
ISA Management Pending	1
ISA Management Under Consideration	1
ISA Registry Incoming Requests	3
ISA Management Total	10
ISA Registry Total	7
DPC Decision Pending on an ISA	2


2.5 Change (Reset) Password

- Once you have logged in to the DCC, from the banner section on top of the screen, click on the blue menu (☰) icon adjacent to the logged in user's name
- From the drop-down menu, select 'Change Password'



- A 'Change Password' screen is displayed with fields to input your current password and new password



- Enter your current password into the **Current Password** field and input your new password into the **New Password** and **Confirm Password** fields. Then click the **Change Password** () button
- You are now logged in to the Data Controller Console and the dashboard is displayed

Data Controller Console
Beta 1.205 [UAT]


Muhtul Haque@TEST OSU ORG1
[Organisation User]

NHS
London Region

Dashboard ISA - Registry ISA - Management DPC Activity Organisation Profile User Preferences Reports

Dashboard
Hello Muhtul Haque, welcome to the NHS Data Controller Hub.

Regional Map



Notifications - the most recent notifications you have asked for Clear all

Notification

Summary

Status	Online
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	2
ISA Non-Registered Organisation Review Required	1
ISA Management Pending	1
ISA Management Under Consideration	1
ISA Registry Incoming Requests	3
ISA Management Total	10
ISA Registry Total	7
DPC Decision Pending on an ISA	2

2.6 Forgotten Password

- Launch the DCC application with the given URL. (<https://datacontroller.london>). The login screen is displayed
- Click on the '**Forgot your password?**' link below the Login button. The 'Forgot your password?' screen is loaded with an **Email** field

Welcome to the Data Controller Console

Login with your username or register using the buttons below.

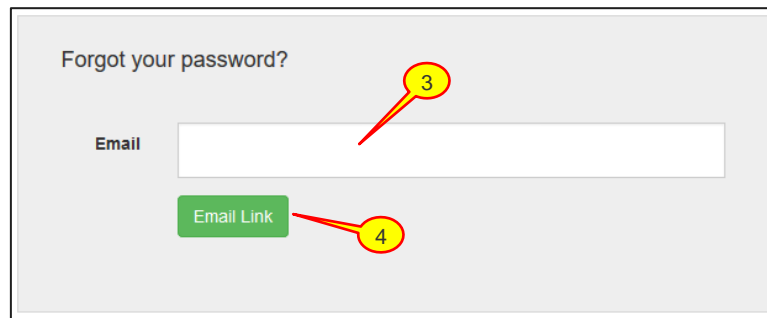
Username


Password

Login

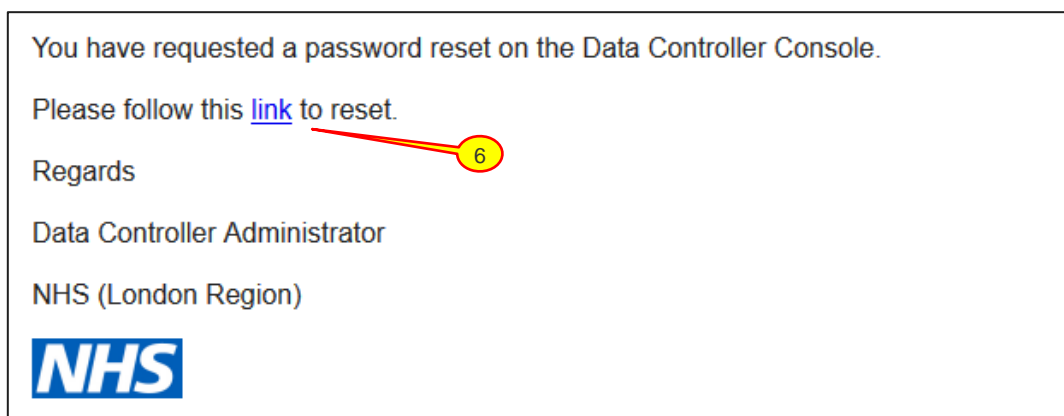
Forgot your password?

Register New Organisation

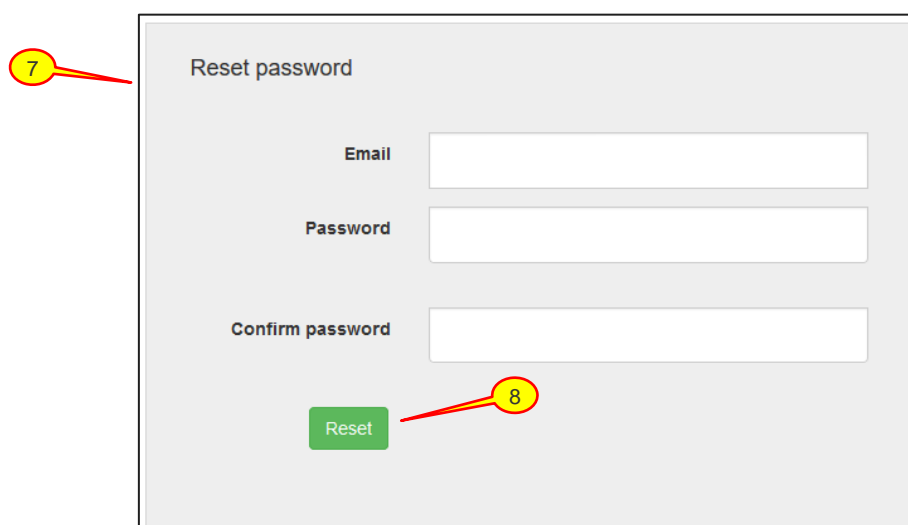


3. Enter the email address in the **Email** field that you used to register and login to the Data Controller Console.
4. Select the **Email Link** () button
5. A 'Forgot Password Confirmation' screen is displayed with a message 'Please check your email to reset your password'


Note: The password reset token has a short time limit until it expires. Please ensure that you follow the instructions immediately after requesting password reset.



6. Check your email for a message with the title 'Password reset on Data Controller Console' and click the 'link' text in the body of the message that states 'Please follow this link to reset'

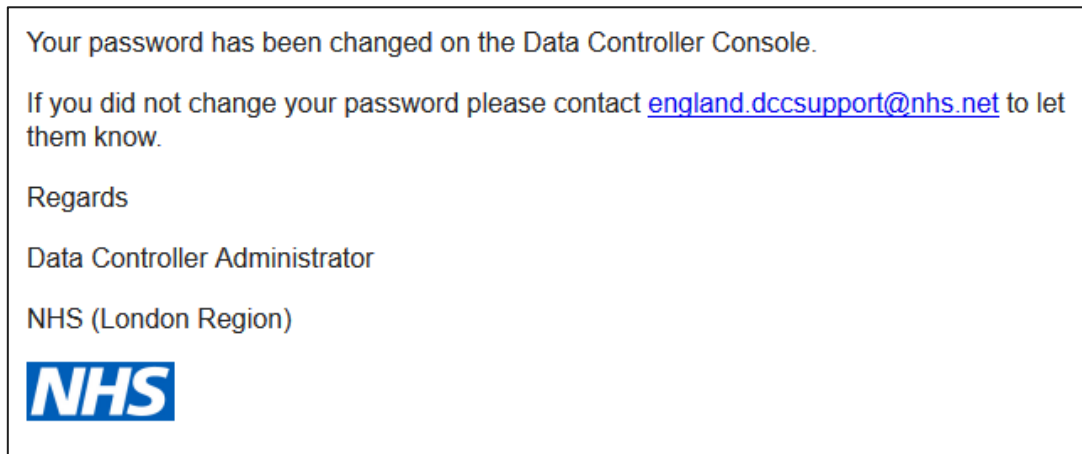


7. The 'Reset password' screen launches in the browser with fields to enter your **Email**, **Password** and to **Confirm password**


8. Populate the fields and select the **Reset** () button. The 'Reset password confirmation' screen is displayed with a message 'Your password has been reset. Please click here to log in'

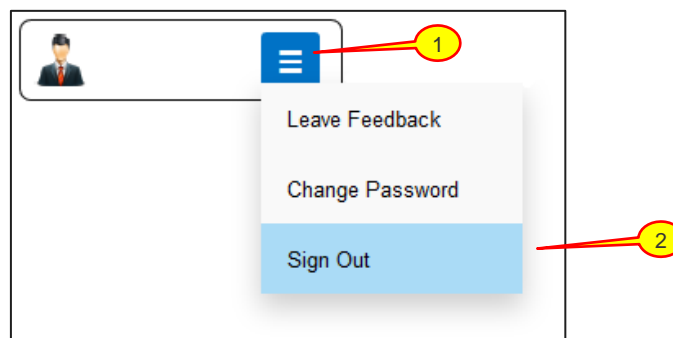
2.7 Notification of Password Change

Once a password has been reset, you will receive an email notification. If you **didn't** initiate the password change, please contact the DCC team at england.dccsupport@nhs.net and let them know immediately.



2.8 Logging Out of the Application

1. At the top-right of the screen, click on the blue menu () icon adjacent to the logged in user's name
2. From the drop-down menu, select the 'Sign Out' option



3. You are signed out of the application and the login screen is displayed

3. How to register for the Data Controller Console

As a View Only User (VOU), you cannot request for your organisation to join in the DCC nor will you be sent an invitation to join the DCC. Please inform your Organisation Super User (OSU) or Caldecott Guardian to initiate the request to join the DCC.

4. Manage Dashboard

Data Controller Console
Beta 1.205 [UAT]

Hi Muhitul Haque@TEST OSU ORG1 [Organisation User]

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

Dashboard
Hello Muhitul Haque, welcome to the NHS Data Controller Hub.

Regional Map

Map showing the 5 different Sustainability & Transformation Plan (STP) footprints for the London Region:

- NORTH CENTRAL LONDON
- NORTH EAST LONDON
- NORTH WEST LONDON
- SOUTH EAST LONDON
- SOUTH WEST LONDON

Notifications - the most recent notifications you have asked for [Clear all]

Notification	
Updated ISA Agreement - ISA MainOrg1 2	X
Invite to ISA MainOrg1 1	X
Request from Main Org 1 to ISA MainOrg2 5	X
Request from Main Org 1 to ISA MainOrg2 1	X

Summary

Status	
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	2
ISA Non-Registered Organisation Review Required	1
ISA Management Pending	1
ISA Management Under Consideration	1
ISA Registry Incoming Requests	3
ISA Management Total	10
ISA Registry Total	7
DPC Decision Pending on an ISA	2

4.1 Regional Map

The regional map shows the 5 different Sustainability & Transformation Plan (STP) footprints for the London Region.

4.2 Notification Section

The Dashboard 'Notification' section provides useful information about the updates to ISAs and DPCs and any pending action(s) that is required by an organisation.

Notifications - the most recent notifications you have asked for [Clear all]

Notification	
Updated ISA Agreement - ISA MainOrg1 2	X
Invite to ISA MainOrg1 1	X
Request from Main Org 1 to ISA MainOrg2 5	X
Request from Main Org 1 to ISA MainOrg2 1	X


4.2.1. Take Action on a Notification

To take action on a notification, click on a notification link. The related notification opens up in context and is also removed from the list of notifications.

Note: if applicable, you can proceed to carry out the required task.

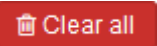
Notifications - the most recent notifications you have asked for	
	
Notification	
Updated ISA Agreement - ISA MainOrg1 2	
Invite to ISA MainOrg1 1	
Request from Main Org 1 to ISA MainOrg2 5	
Request from Main Org 1 to ISA MainOrg2 1	

4.2.2. Remove a Notification

In the notification pane, to remove a notification without taking action, click on the **X** () button adjacent to the notification. The notification is removed from the list.

Notifications - the most recent notifications you have asked for	
	
Notification	
Updated ISA Agreement - ISA MainOrg1 2	
Invite to ISA MainOrg1 1	
Request from Main Org 1 to ISA MainOrg2 5	
Request from Main Org 1 to ISA MainOrg2 1	

4.2.3. Remove all Notifications

In the notification pane, to remove/clear ALL notifications without taking action, click on the **Clear all** () button at the top-right of the notification pane. All existing notifications are removed from the notification pane.

Notifications - the most recent notifications you have asked for	
	
Notification	
Updated ISA Agreement - ISA MainOrg1 2	
Invite to ISA MainOrg1 1	
Request from Main Org 1 to ISA MainOrg2 5	
Request from Main Org 1 to ISA MainOrg2 1	

4.3 Summary Section [New]

Clicking on the numbered links adjacent to each category will take you to the corresponding 'ISA – Registry' or 'ISA – Management' screen to view the ISAs associated with it.

Summary	
Status	Online
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	2
ISA Non-Registered Organisation Review Required	2
ISA Management Pending	1
ISA Registry Incoming Requests	2
ISA Management Total	7
ISA Registry Total	7
DPC Decision Pending on an ISA	2
DPC Expired	4
DPC Expiry Notification Date Passed	5
DPC Total	17

Note: The status categories below will be displayed if there are no matching ISAs or DPCs that fall in that Category.

Categories	Description
ISA Expired	Click to see a list of all of the ISA's that have passed their expiry date
ISA Expiry Notification Date Passed	Click to see a list of all of the ISA's that are about to expire and require an action from your organisation
ISA Review required	Click to see a list of all ISAs that have a decision pending from the organisations that have been invited to participate on it.
ISA Non-Registered Organisation Review Required	Click to see a list of all ISAs that have Non-Registered Organisation associated with which require your organisation to review. A Review of the non-registered organisation is required by either the OSU or AU of the host organisation. Please complete this review by ticking the check-box in the 'Non-Registered Organisations' tab to confirm that you approve of that non-registered organisations details to be added onto your ISA.
ISA Management Pending	<p>a). Click to see a list of all ISA's that your organisation has been invited to participate in. Your organisation must make a decision to Accept, Reject or place the invitation Under Consideration.</p> <p>b). Click to see a list of all ISA's that have been updated/amended which you were part of. Your organisation must make a decision to Accept, Reject or place the invitation Under Consideration.</p> <p><i>The Accept decision is the same as signing a paper copy of the ISA</i></p>
ISA Registry Incoming Requests	Click to see a list of ISA's that other organisations have requested access to. A decision must be made by your organisation to either Accept or Reject their request to participate on your ISA.
ISA Management Under Consideration	Click to see a list of ISA's that your organisation has been invited to participate in, however, your organisation had placed this invite as Under Consideration , and there for you must make a decision to either Accept or Reject the invitation.
ISA Management Total	Click to see a list of all of the ISA's your organisation had been invited to

	participate in or you have requested to participate in. This will include the ISA's that your organisation had been rejected for in the past.
ISA Registry Total	Click to see a list of all of the ISA's that are hosted by your organisation
DPC Decision Pending on an ISA	Click to see a list of all ISAs that a participating organisation has attached their DPC on to
DPC Expired	Click to see a list of all of the DPCs that have passed their expiry date
DPC Expiry Notification Date Passed	Click to see a list of all of the DPCs that are about to expire and require an action from your organisation
DPC Total	Click to see all DPCs your organisation is hosting

5. Search for and view ISAs

5.1 Search for and view ISAs your organisation is hosting

The screenshot shows the 'ISA - Registry' tab selected in the navigation bar. Below the navigation bar, there is a search section with fields for 'Agreement Title', 'Agreement Reference', 'Any Status' (a dropdown menu), and 'Any DPC Status' (a dropdown menu). To the right of these fields are 'Apply Filter' and 'Clear Filter' buttons. Below the search section is a table with columns: Title, From Date, To Date, Active, Pending, Incoming, Associated, DPC Host, DPC Part Pending, and DPC Part Active. The table contains four rows of data for ISAs 1, 2, External ISA, and Sample ISA.

1. Click on 'ISA – Registry' tab from the navigation bar
2. The 'ISA - Registry' screen is displayed with an full list of the organisation's ISAs that are being hosted
3. Above the list of ISAs, a search facility is available with search boxes allowing you to search by 'Agreement Title', 'Agreement Reference' and 'Status'

This close-up shows the search filters: 'Agreement Title', 'Agreement Reference', 'Any Status' (dropdown), and 'Any DPC Status' (dropdown). To the right are the 'Apply Filter' (green) and 'Clear Filter' (grey) buttons.

4. Enter the search preferences in the *Agreement Title* or *Agreement Reference* search fields. You can also narrow down the search by selecting the 'Any Status' filter if desired from the drop-down list
5. Then select the **Apply Filter** (Apply Filter) button or press the 'Enter/Return' key on the Keyboard to display the filtered results
6. To clear the fields and search again, select the 'Clear Filter' (Clear Filter) button.
Search results are displayed
7. Select the desired ISA from the search results by clicking on the title. The 'ISA - Registry > Edit Details' screen is displayed

5.2 Search for and view ISAs your organisation is participating in

Under 'ISA Management > My ISA – Management' tab, you will see the ISAs that you have been invited to or requested access to. The 'ISA – Management' tab shows all of the ISAs you are participating in.

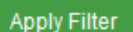
ISA - Management

My ISA - Management Available Data Sharing

Agreement Title Organisation Name Any Status Any DPC Status Apply Filter Clear Filter

Export to Excel

Create Date	Title	Organisation	From Date	To Date	Status	DPC Count	My Org DPC	Message	
08-Aug-2017	GP Practice 1 ISA	TEST OSU ORG2	31-Jul-2017	No end date	Cancelled	18	18		View
05-Sep-2017	Test ISA created at: 05/09/2017 16:20:11 Chrome	Homerton NHS Trust	05-Sep-2017	05-Sep-2018	Active	2	1		View

1. Select 'ISA – Management' from the navigation bar. The 'ISA - Management' screen is displayed with the 'My ISA - Management' tab in focus listing the ISA's that your organisation has been invited to or requested access to
2. Above the list of ISAs, a search facility is available with search boxes allowing you to search by 'Agreement Title', 'Organisation Name' and 'organisation status' and 'DPC status'
3. Enter the search preferences in the search fields. You may narrow down the search by selecting the 'Status' filter if desired from the drop-down list. Then click **Apply filter** () button or press the 'Enter/Return' key on the Keyboard

ISA - Management

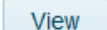
My ISA - Management Available Data Sharing

Agreement Title Organisation Name Any Status Any DPC Status Apply Filter Clear Filter

Note: To clear the fields and search again, select the 'Clear Filter' button.

Create Date	Title	Organisation	From Date	To Date	Status	Message	
21 Feb 2017	ISA MainOrg1 1	Main Org 1	21 Feb 2017	22 Jun 2017	Active		View
21 Feb 2017	ISA MainOrg1 2	Main Org 1	21 Feb 2017	21 Aug 2017	Requested		View

1 - 2 of 2 items

4. Select the desired ISA from the search results by clicking on the ISA title in the 'Title' column or click the View () button adjacent to the ISA

Note: If you click on the organisation name, the profile of the organisation that created the ISA will be displayed - in read-only mode - and not the ISA details. Also, the ISA details screen is displayed in read-only mode.

5.3 Search for and view all ISAs that are hosted by other organisations

Under 'ISA Management > My ISA – Management' tab, you will see ISAs which are currently available that you have not been invited on or requested access to.

The screenshot shows the 'ISA - Management' screen. At the top, there is a navigation bar with tabs: Dashboard, ISA - Registry, **ISA - Management** (highlighted with a red box and callout 1), DPC, Activity, Organisation Profile, User Preferences, and Reports. Below the navigation bar, there are two tabs: 'My ISA - Management' and 'Available Data Sharing' (highlighted with a red box and callout 2). Below the tabs, there is a search and filter section with input fields for 'Agreement Title', 'Organisation Name', 'Keyword (search description)', 'Any Organisation Type' (dropdown), and 'Any Region' (dropdown). There are 'Apply Filter' and 'Clear Filter' buttons. Below this section is a table of ISAs. The table has columns: Title, Organisation, From Date, To Date, and a 'View' button. The table contains three rows: 'TestISAemail' (Organisation: Homerton NHS Trust, From Date: 11-Jun-2017, To Date: 05-Oct-2018), 'Test 0803' (Organisation: Aleena NHS trust, From Date: 09-Mar-2017, To Date: No end date), and '1004 safari isa' (Organisation: 1004 Safari, From Date: 10-Apr-2017, To Date: 10-Apr-2018). Callout 3 points to the 'Test 0803' row, and callout 6 points to the 'To Date' column header.

1. Click on ISA - Management from the top menu. The 'ISA - Management' screen is displayed with the 'My ISA - Management' tab in focus listing ISAs that the organisation has not been invited on or requested access to
2. Click on the 'Available Data Sharing' tab to select it
3. The ISA 'Available Data Sharing' screen is displayed with a list of the available ISAs from other organisations

This screenshot shows the search and filter section of the 'ISA - Management' screen. It includes the same navigation bar and tabs as the previous screenshot. The search and filter section has input fields for 'Agreement Title', 'Organisation Name', 'Keyword (search description)', 'All Org Types' (dropdown), and 'All Regions' (dropdown). There are 'Apply Filter' and 'Clear Filter' buttons. Callout 4 points to the search and filter section, and callout 5 points to the 'Apply Filter' button.

4. Above the list of ISAs, a search facility is available with search boxes allowing you to search by 'Agreement Title', 'Organisation Name', and 'Keyword' in the description, 'Agreement Reference' and to filter by 'Organisation Type' and 'Region'
5. Enter the search preferences in the search fields. You may narrow down the search by selecting the 'Organisation Type' and/or 'Region' filter if desired from the drop-down lists. Then click **Apply filter** (**Apply Filter**) or press the 'Enter/Return' key on the Keyboard. The search results are displayed

Note: To clear the fields and search again, select the **Clear Filter** (**Clear Filter**) button

6. Select the desired ISA from the search results by clicking on the title or the **View** (**View**) button adjacent to the title

Note: If you click on the organisation name, the profile of the organisation that created the ISA will be displayed - in read-only mode - and not the ISA details. Also, the 'ISA - Registry > Edit Details' screen is displayed in read-only mode

6. Create an Information Sharing Agreement (ISA)

As a View Only User (VOU) you have read only view to your organisation's Information Sharing Agreements. View Only User's cannot create ISA's. Please contact your Organisation Super User (OSU) or Caldecott Guardian for more information on creating an ISA or upgrading your account to either Active User (AU) or Organisation Super User (OSU).

7. Maintain an ISA

As a View Only User (VOU) you have read only view to your organisation's Information Sharing Agreements. View Only User's cannot create ISA's. Please contact your Organisation Super User (OSU) or Caldecott Guardian for more information on creating an ISA or upgrading your account to either Active User (AU) or Organisation Super User (OSU).

8. Manage Participation in an ISA

A host organisation can invite an existing organisation within the DCC to participate in its Information Sharing Agreement (ISA). The Organisation Super User or Active User for one organisation can initiate this invitation when creating a new ISA or by updating an existing one to include a given organisation.

A View Only User doesn't have the privilege to Accept, Reject or Delete any information within an organisation.

9. Search for and view Data Processing Contracts (DPCs) [New]

9.1 Search for and view DPCs that your organisation is hosting

Data Controller Console
Beta 1.202 [UAT]

Muhtul Haque@TEST OSU ORG1
[Organisation User]

NHS
London Region

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

DPC

DPC Title Reference Any Status Any Type Apply Filter Clear Filter


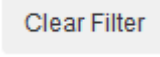
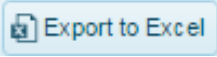
+ Create New

Export to Excel

Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC	Data Processing Contract	4	01-Oct-2017	31-Jan-2018
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017
Hospital 1 - Data Processing Contract	Data Processing Contract	2	01-Oct-2017	12-Oct-2017

1. Select the 'DPC' tab from the navigation bar
2. The DPC screen is displayed with a table listing all of 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*

Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC	Data Processing Contract	4	01-Oct-2017	31-Jan-2018
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017

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

9.2 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.

ISA - Registry

Agreement Title Agreement Reference Any Status

Any DPC Status
Any DPC Status
DPC
No DPC

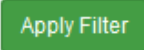
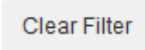
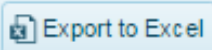
Apply Filter Clear Filter

Create New

Click on the icon to related or ons

Export to Excel

Title	From Date	To Date	Active	Pending	Incoming	Associated	DPC Host	DPC Part Pending	DPC Part Active
ISA 1	31-Aug-2017	No end date	0	2	0	0	2	0	0
ISA 2	07-Sep-2017	No end date	1	3	1	1	2	0	0
External ISA	07-Aug-2017	30-Sep-2017	1	2	0	0	1	0	0
Sample ISA	13-Aug-2017	20-Aug-2017	3	2	0	0	1	3	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)

ISA - Registry > Edit Details

Details Contacts Organisations Non-Registered Organisations **DPCs** Previous Next

Data Processing Contracts

+ Add DPC

Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
09-Oct-2017	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017	Accepted	Delete
09-Oct-2017	My Organisations DPC 1	OSU Org - Delyth	Data Processing Contract	10-Oct-2017	01-Jul-2018	Pending	Accept Reject
09-Oct-2017	dpc - sample 3	OSU Org - Delyth	Data Processing Contract	05-Oct-2017	19-Oct-2017	Pending	Accept Reject
10-Oct-2017	Org2 DPC	TEST OSU ORG2	Data Processing Contract	10-Oct-2017	30-Nov-2017	Pending	Accept Reject

Previous Next

Save and stay Save and return Cancel

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

9.3 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.

Dashboard ISA - Registry **ISA - Management** Activity Organisation Profile User Preferences Reports

ISA - Management

My ISA - Management Available Data Sharing

Agreement Title Organisation Name Any Status

Any DPC Status
Any DPC Status
DPC
My Org DPC
No DPC

Apply Filter Clear Filter

Export to Excel


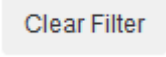
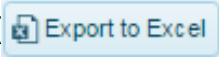
Create Date	Title	Organisation	From Date	To Date	Status	DPC Count	My Org DPC	Message	
08-Aug-2017	GP Practice 1 ISA	TEST OSU ORG2	31-Jul-2017	No end date	Active	8	8		View
05-Sep-2017	Test ISA created at: 05/09/2017 16:20:11 Chrome	Homerton NHS Trust	05-Sep-2017	05-Sep-2018	Active	2	1		View

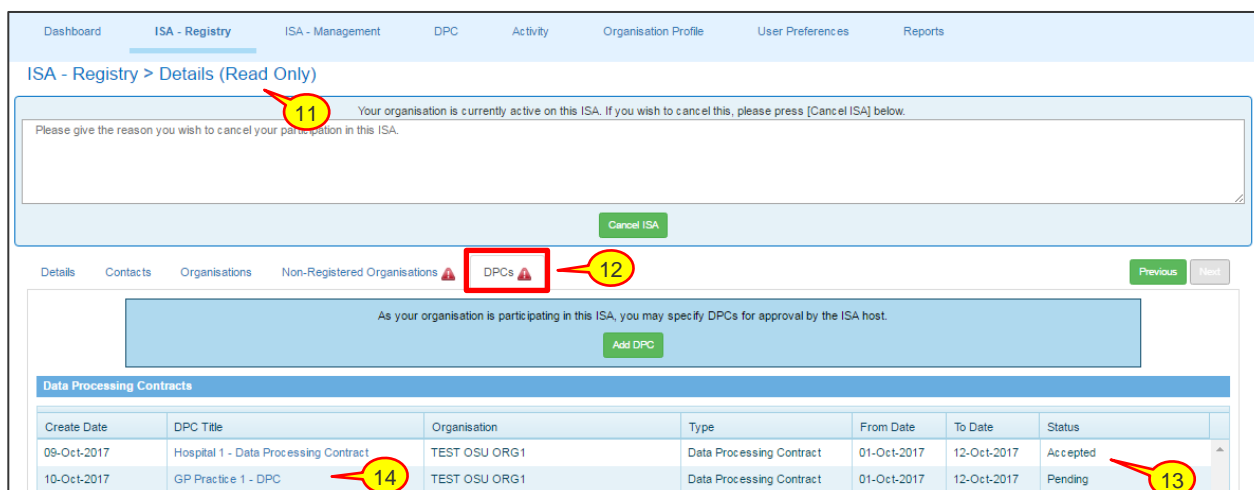
1. Click on the 'ISA – Management' tab from the navigation tabs

2. The 'My ISA – Management' tab is displayed with a list of all of the ISAs that your organisation is participating in

3. 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
4. The **DPC Count** column shows the total number of DPCs that are attached to an ISA
5. 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 (set to Active status) before you can add a DPC to that participating ISA

6. 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
7. Select an appropriate option from the 'Any DPC Status' drop-down field then click the **Apply Filter** () button to show you the filtered results
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 has attached, click on one of the ISAs your organisations 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
09-Oct-2017	Hospital 1 - Data Processing Contract	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017	Accepted
10-Oct-2017	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017	Pending

11. The 'ISA – Registry > Details (Read Only)' screen is displayed for you to view the ISA and the DPCs associated with it
12. Select the 'DPCs' tab
13. The Data Processing Contracts screen will display a list of all DPCs associated with this ISA and their status
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

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

10. Create a Data Processing Contract (DPC)

A View Only User doesn't have the ability to create or maintain an organisations DPC. This must be done by the Organisation Super User or an Active User of your organisation.

11. Manage Data Processing Contract association **[NEW]**

A View Only User doesn't have the ability to edit or manage an organisations DPC. This must be done by the Organisation Super User or an Active User of your organisation.

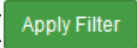
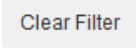
12. Activity

The Activity tab contains a record of all actions carried out within your organisation by all users.

12.1 View Audit List and Search for Entries

The screenshot shows the 'Data Controller Console' interface. The top navigation bar includes 'Dashboard', 'ISA - Registry', 'ISA - Management', 'DPC', 'Activity' (highlighted with a red box and callout 1), 'Organisation Profile', 'User Preferences', and 'Reports'. The 'Activity' section has a sub-tab 'Audit' (callout 2). Below the sub-tab are search fields: 'Date from' (dd/mm/yyyy), 'Date to' (dd/mm/yyyy), and 'Narrative' (callout 3). To the right of these fields are 'Apply Filter' (callout 3) and 'Clear Filter' (callout 5) buttons. Below the search fields is an 'Export to Excel' button (callout 4). The main table displays activity entries with columns 'Date' and 'Narrative'.

Date	Narrative
20-Oct-2017	Agreement 'TEST OSU ORG1' has been updated
20-Oct-2017	Document 'sfdsafdsfs' for 'Agreement 'Rajesh 20 Oct OSU' has been created
20-Oct-2017	Other party contact 'Hello' for agreement 'Rajesh 20 Oct OSU' has been created

1. Click on 'Activity' tab from the navigation bar. The Activity screen is displayed listing all ISA and DPC activities, in date order
2. To search the audit list, enter the search preferences in the search fields at the top. Enter a 'Date from' and a 'Date to' to search by date range, or enter a value in the 'Narrative' field to search by narrative
3. Click the **Apply Filter** () button or press the 'Enter/Return' key on the Keyboard
4. To extract the filtered information onto an Excel file, select the **Export to Excel** button
5. To clear the fields and search again, select the **Clear Filter** () button at the top-right of the screen. Search fields are cleared and all activity is listed

13. Manage Organisation

As a View Only User (AU) you have read only view to your organisation's details. View Only User's cannot update organisation details. Please contact your Organisation Super User (OSU) or Caldecott Guardian if there are details that need to be updated or new users needed to be created with log in privilege.

Dashboard
ISA - Registry
ISA - Management
Activity
Organisation Profile
User Preferences
Reports

Organisation Profile (Read Only)

Details

Organisation Profile Details

Organisation Name

TEST OSU ORG2

Organisation Region

South West London

Organisation Type

Other

Provide direct care?

Yes

ICO Registration Number

Unknown ICO Registration Number

ODS Code

No IG Toolkit found for this ODS.

ICO Expiry Date

dd/mm/yyyy

Improvement Plan in Place

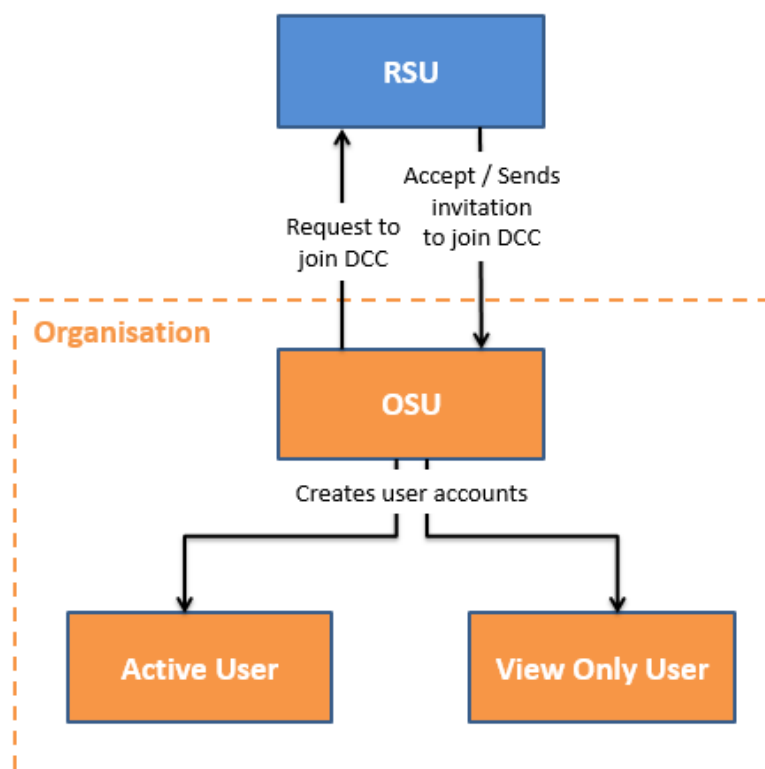
Organisation Contacts

14. Manage User Accounts

As a View Only User (VOU) you cannot create/amend user accounts for your organisation.

The type of user account/user role depends on your responsibility within an organisation. The Organisation Super User (OSU) has the ability to create user accounts for members of his/her organisation. There are three user roles that the OSU can set up:

- **Regional Super User (RSU)** - A key role of the Regional Super User is to approve or reject organisations who request to join the data controller console 'club'.
- **Organisation Super User (OSU)** – with full access to manage the organisation's profile and full access to ISA functionality
- **Active User (AU)** – with full access to ISA functionality but without access to amend the organisation's profile or create user accounts
- **View Only User (VOU)** – with access to only view ISAs, the user cannot make any changes to ISAs or the organization profile



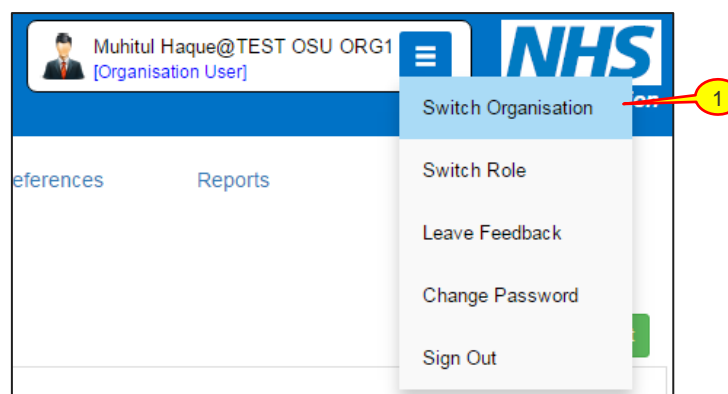
The Organisation Super User (OSU) and Active Users (AU) can initiate the request to join an Information Sharing Agreement. View Only Users (VOU) within an organisation cannot request to join or create any ISA.

Once you are logged in to the DCC portal, the user name and user role will be displayed at the top-right of your screen in the blue banner.

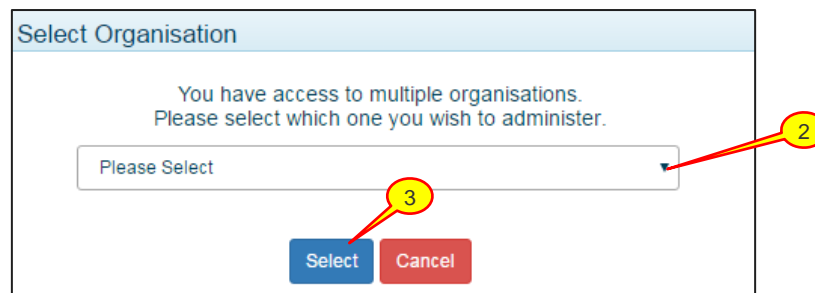


14.1 Switch Organisation

A user can have access to multiple organisations and User Role's within those organisations (i.e. OSU, AU or VOU). Once logged in, using the **Switch Organisation** users will be able to change their role/organisation as required based on their user profile.



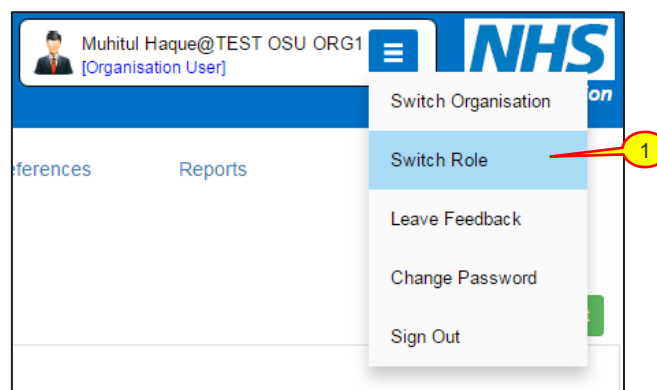
1. Hover over the blue menu (☰) icon and select the **Switch Organisation** option



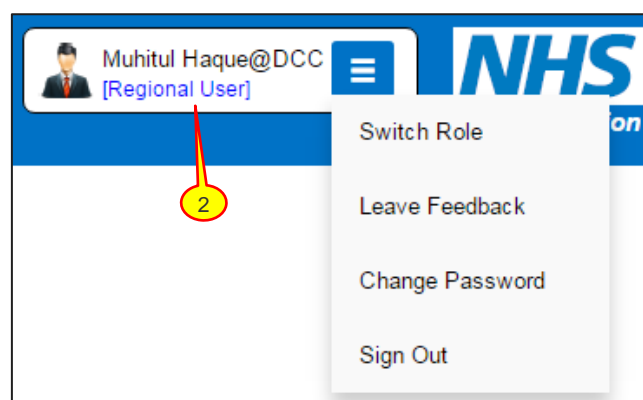
2. Select the drop down arrow adjacent to “Please Select” drop-down box and select the organisation you wish to view
3. Click the **Select** (Select) button to change over to the selected organisation

14.2 Switch Role

The Switch Role feature is activated when a user account has both RSU and any of the other user roles (such as OSU, AU or VOU). This feature is enabled for RSU accounts that are also registered in another organisation.



1. Hover over blue menu (☰) icon and select the **Switch Role** option



2. Once Switch Role is selected from an [Organisation User] profile, the DCC screen will change over to a [Regional User] role or vice versa

14.3 Search for and view User Accounts within your organisation

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

Organisation Profile

Details

Organisation Profile Details

Organisation Name: TEST OSU ORG1 Organisation Region: South East London

Organisation Type: Other Provide direct care?: Yes

ICO Registration Number: Unknown ICO Registration Number ODS Code: No IG Toolkit found for this ODS.

ICO Expiry Date: dd/mm/yyyy Improvement Plan in Place:

Organisation Contacts

1. Click on 'Organisation Profile' tab from the navigation bar. The organisation profile screen is displayed

Organisation Contacts

+ Add New Contact

Name	Role	Email	Phone	Mobile	Create a login?	
R. Smith ReadOnly	Data Protection Officer	r.smith@demo.com	1234567890	1234567890	<input type="checkbox"/>	Edit Delete
J. Benny OSU	Caldicott Guardian	j.benny@demo.com	1234567890	1234567890	<input checked="" type="checkbox"/> [Read only User]	Edit Delete
D. Wilkinson ActiveUser	Caldicott Guardian	d.wilkinson@demo.com	1234567890	1234567890	<input checked="" type="checkbox"/> [Read only User]	Edit Delete

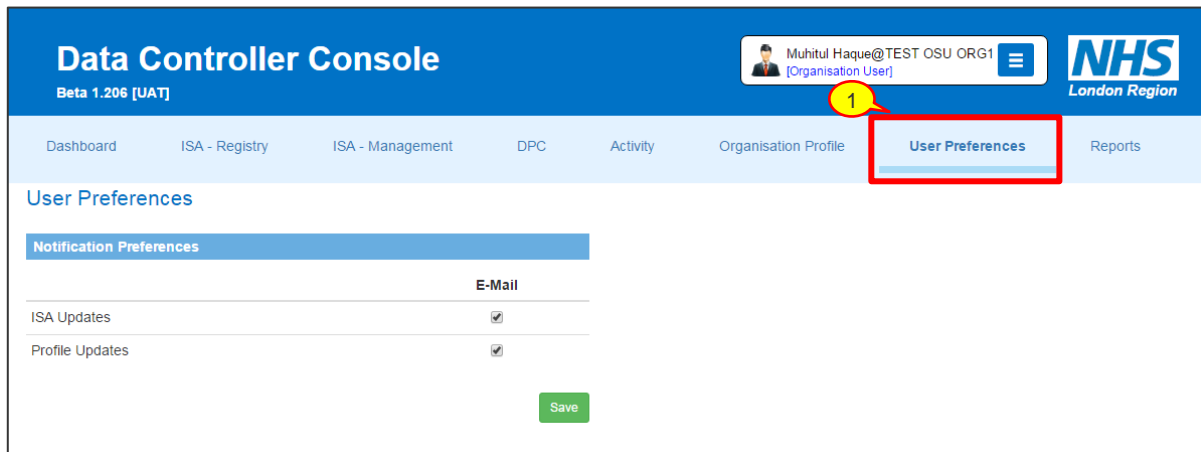
2. Scroll down to the 'Organisation Contacts' section. All the organisation's contacts are listed

Note: Contacts with user accounts have a checkbox ticked adjacent to their name in the column titled 'Create a login?'

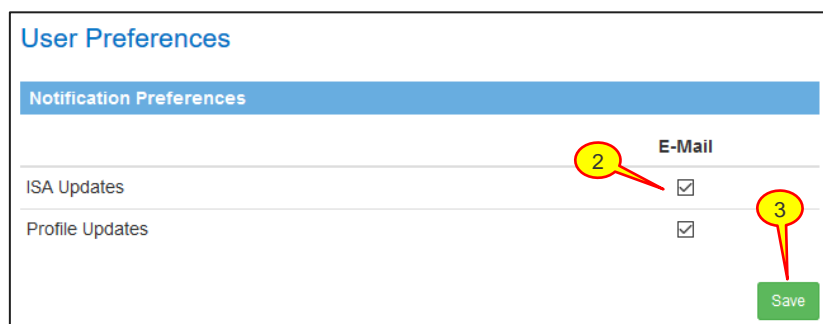
15. User Preferences

The User Preferences tab enables a user to control notification settings associated with their login account and turn email notifications on and off accordingly.

15.1 View and Update My Profile Preferences




1. Click on 'User Preferences' tab from the navigation tabs. The 'User Preferences' screen is displayed and the 'Notification Preferences' are listed



2. Under 'Notification Preferences' tick / untick a checkbox corresponding to a list of items to update your preferences. The checkboxes are set accordingly

Note: When you uncheck an item, it means no notification will be sent out.

3. Click the **Save** () button. Preferences are saved and the focus remains on the settings screen


16. Reports


The 'Reports' tab enables an organisation to extract detailed information about the ISAs and DPCs that are associated with their organisation. Information on the reports can be viewed on the screen or can be exported into excel to be manipulated as the user wishes.

In addition to the reporting functionality in the 'Reporting' tab, users also have the ability to export information about the ISAs and DPCs that their organisation is hosting or participating in.


16.1 Export to Excel [New]

The 'ISA – Registry', 'ISA – Management' and the 'DPC' tabs all contain tabular information about the ISAs and DPCs. This information can be extracted from the DCC into an Excel file for viewing and analysis.

<div>  Export to Excel </div>									
Create Date	Title	Organisation	From Date	To Date	Status	DPC Count	My Org DPC	Message	
08-Aug-2017	GP Practice 1 ISA	TEST OSU ORG2	31-Jul-2017	No end date	Active	9	9		View


- On top of each table, select the **Export to Excel** () button
- When prompted, **Save** the file onto your local drive then open it

ISA – Registry tab

- Selecting the **Export to Excel** () button will download all of the Information Sharing Agreement details that your organisation is hosting which will contain information such as:
 - ISA title
 - Start and End dates
 - The ISAs that are Active, Pending and with Incoming requests
 - The DPCs that are:
 - hosted by your organisation
 - another organisation has added and
 - how many of these DPCs you have approved

Title	From Date	To Date	Active	Pending	Incoming	Associated	DPC Host	DPC Part Pen	DPC Part Acti
ISA 1	31/08/2017		0	2	0	0	2	0	0
ISA 2	07/09/2017		0	4	1	1	3	0	0
External ISA	07/08/2017	30/09/2017	1	2	0	0	4	0	0
Sample ISA	13/08/2017	20/08/2017	3	2	0	0	1	3	0
Trinity Care ISA - Version 2	20/08/2017		0	1	0	3	0	0	0

ISA – Management (My ISA – Management) tab

- Selecting the **Export to Excel** () button will download all of the Information Sharing Agreements details that your organisation is participating in which will contain information such as:
 - ISA title
 - The hosting organisation name

- c. Valid from and to dates
- d. The status of the ISA you are associated with
- e. The total number of DPCs that are attached to the ISAs you are participating in
- f. The number of DPCs that your organisation has associated with each ISA
- g. Any messages which informs you if an action is required by your organisation

Create Date	Title	Organisation	From Date	To Date	Status	DPC Count	My Org DPC	Message
08/08/2017	GP Practice 1 ISA	TEST OSU ORG2	31/07/2017		ACTIVE	8	8	
05/09/2017	Test ISA created at: 05/09/2017 16:20:11 Chrome	Homerton NHS Trust	05/09/2017	05/09/2018	ACTIVE	2	1	
05/09/2017	Test ISA created at: 05/09/2017 16:25:03 Chrome	Homerton NHS Trust	05/09/2017	05/09/2018	PENDING	0	0	Action Required
05/09/2017	Test ISA created at: 05/09/2017 16:26:43 Chrome	Homerton NHS Trust	05/09/2017	05/09/2018	REJECTED	1	0	

DPC tab

5. Selecting the **Export to Excel** button will download all of the Data Processing Contract information that your organisation is hosting which will contain information such as:
 - a. Title of the DPC
 - b. The type of DPC
 - c. The number of ISAs each DPC is associated with
 - d. And the Valid From and To dates

Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC		4	01/10/2017	12/10/2017
NHS E - DPC		1	06/10/2017	08/10/2017
Hospital 1 - Data Processing Contract		3	01/10/2017	12/10/2017
Jana DPC		3	10/10/2017	31/10/2017

16.2 Non-Registered Organisations

The screenshot shows the 'Data Controller Console' interface. The top navigation bar includes 'Dashboard', 'ISA - Registry', 'ISA - Management', 'DPC', 'Activity', 'Organisation Profile', 'User Preferences', and 'Reports'. The 'Reports' tab is highlighted with a red box and a yellow callout '1'. Below the navigation bar, the 'Reports' section is displayed. A 'Report Type' dropdown menu is shown with a yellow callout '2'. The dropdown menu has four options: 'Select Report...', 'Select Report...', 'Non Registered Organisations' (which is highlighted in blue), and 'Summary Report'.

1. Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed and the Report Type drop-down field is displayed
2. To show a detailed report of the Non-Registered Organisation associated with the ISAs your organisation is hosting, select the **Non-Registered Organisations** option from the 'Reports Type' drop-down select box

Data Controller Console
Beta 1.205 [UAT]

Muhtul Haque@TEST OSU ORG1
[Organisation User]

NHS
London Region

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

Reports

Report Type: Non Registered Organisations

From: dd/mm/yyyy To: dd/mm/yyyy

Run Report

[\[Export Report\]](#)

ISA Title	ISA Status	ISA Organisation	ISA Region	NRO	NRO Date
ISA 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	08 Aug 2017
External ISA	Expired	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	20 Oct 2017
Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	20 Aug 2017
Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Limehouse Practice (F84054)	20 Aug 2017
Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Aspects Care Ltd	09 Oct 2017
AtoS test1	Active	TEST OSU ORG1	SEL	Shadforth Pharmaceutical CO Ltd (Ingatstone) - FRP97	16 Oct 2017
AtoS test1	Active	TEST OSU ORG1	SEL	TESTERWORLD LTD	16 Oct 2017
AtoS test1	Active	TEST OSU ORG1	SEL	Actest Limited	16 Oct 2017
AtoS test1	Active	TEST OSU ORG1	SEL	Quadrato Management Ltd	16 Oct 2017

3. You can narrow down your search by using the **From** and **To** calendar fields to display the dates a Non-Registered Organisation was added
4. Select the **Run Report** (**Run Report**) button to show a detailed list
5. To export the list to an Excel file, select the [\[Export Report\]](#) link above the table
6. The file will be downloaded onto your computer as 'Non-Registered Organisation.xlsx'. Once saved, open it to view the Non-Registered Organisation data

ISA Title	ISA Status	ISA Organisation	ISA Region	NRO	NRO Date
ISA 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	08 Aug 2017
Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	20 Aug 2017
Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Limehouse Practice (F84054)	20 Aug 2017

16.2 Summary Report [New]

The Summary Report displays useful information about the Organisation's hosted ISAs and DPCs and the ISAs and that the organisation is participating in along with any DPCs associates with it.

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

Reports

Report Type: Summary Report

Run Report

[\[Export Report\]](#)

Metric	Count
Number of active ISAs	5
Number of expired ISAs	2
Number of active DPCs	15
Number of expired DPCs	4
Number of DPC to hosted ISA allocations	15
Number of DPC to participant ISA allocations	10
Number of active participants	1
Number of NRO participants	10

Participant Status	Count
Active	1
Associated	10
Cancelled	2
Incoming Request	3
ISA Expired	8
Pending	11

1. To show a Summary Report, select the 'Summary Report' option from the 'Report Type' drop-down
2. Select the **Run Report** (**Run Report**) button to show a detailed list
3. To export the information into an Excel file, select the [\[Export Report\]](#) link above the table
4. The file will be downloaded onto your computer as 'Summary Report.xlsx'. Once saved, open it to view information about your hosted and participating ISA's related to your Organisation
5. Once open the 'Summary Report.xlsx' will contain five tabs within the Summary Report excel file; Summary, ISA, DPC DPC to ISA and Participation. Click through each to view the corresponding data

Metric	Count	Participant Status	Count
Number of active ISAs	5	Active	1
Number of expired ISAs	2	Associated	10
Number of active DPCs	15	Cancelled	2
Number of expired DPCs	4	Incoming Request	3
Number of DPC to hosted ISA allocations	15	ISA Expired	8
Number of DPC to participant ISA allocations	10	Pending	11
Number of active participants	1		
Number of NRO participants	10		

Summary worksheet shows the status of the ISAs an organisation is hosting along with the status of all participating organisations within these ISAs

V15									
	A	B	C	D	E	F	G	H	I
1	Reference	Title	Organisation	Region	Start Date	End Date	No End Date	Expiry Notification Date	Review Date
2	SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	31/08/2017		TRUE		18/10/2017
3	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	07/09/2017		TRUE		08/12/2017
4	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	07/08/2017	30/09/2017	FALSE	31/08/2017	
5	SEL/NOODS/102272	Sample ISA	TEST OSU ORG1	SEL	13/08/2017	20/08/2017	FALSE	20/08/2017	
6	SEL/NOODS/102275	Trinity Care ISA - Version 2	TEST OSU ORG1	SEL	20/08/2017		TRUE		20/08/2018
7	SEL/NOODS/102339	AtoS test1	TEST OSU ORG1	SEL	16/10/2017		TRUE		18/10/2017
8	SEL/NOODS/102341	AtoS_Test3 ISA	TEST OSU ORG1	SEL	16/10/2017		TRUE		31/12/2017
9									
10									
Summary ISA DPC DPC to ISA Participation									

ISA worksheet shows detailed information about each ISA an organisation is hosting.

R18									
	A	B	C	D	E	F	G	H	I
1	Reference	Title	Organisation	Type	Region	Start Date	End Date	No End Date	Expiry N
2	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	FALSE	
3	SEL/NOODS/102315/DPC	NHS E - DPC	TEST OSU ORG1	Data Processing Contract	SEL	06/10/2017	08/10/2017	FALSE	
4	SEL/NOODS/102317/DPC	Hospital 1 - Data Processing	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	FALSE	
5	SEL/NOODS/102319/DPC	Jana DPC	TEST OSU ORG1	Data Processing Contract	SEL	10/10/2017	31/10/2017	FALSE	
6	SEL/NOODS/102326/DPC	DPC Test 2 Jana	TEST OSU ORG1	Data Processing Contract	SEL	12/10/2017		TRUE	
7	SEL/NOODS/102327/DPC	Test 3 DPC	TEST OSU ORG1	Data Processing Contract	SEL	12/10/2017		TRUE	
8	SEL/NOODS/102332/DPC	muhitul's DPC	TEST OSU ORG1	Data Processing Contract	SEL	02/10/2017	27/10/2017	FALSE	
9	SEL/NOODS/102333/DPC	fdsa	TEST OSU ORG1	Data Processing Contract	SEL	12/10/2017	12/10/2017	FALSE	
10	SEL/NOODS/102336/DPC	Nvan's DPC	TEST OSU ORG1	Data Processing Contract	SEL	16/10/2017		TRUE	
Summary ISA DPC DPC to ISA Participation									

The DPC worksheet shows detailed information about each of the DPCs that an organisation is hosting.

N23 Pending									
	A	B	C	D	E	F	G	H	I
1	DPC Ref	DPC Title	DPC Organisation	DPC Type	DPC Org Region	DPC Start Date	DPC End Date	DPC N	
2	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F	
3	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F	
4	SEL/NOODS/102317/DPC	Hospital 1 - Data Processing	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F	
5	SEL/NOODS/102317/DPC	Hospital 1 - Data Processing	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F	
6	SEL/NOODS/102319/DPC	Jana DPC	TEST OSU ORG1	Data Processing Contract	SEL	10/10/2017	31/10/2017	F	
7	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F	
8	SEL/NOODS/102315/DPC	NHS E - DPC	TEST OSU ORG1	Data Processing Contract	SEL	06/10/2017	08/10/2017	F	
9	SEL/NOODS/102319/DPC	Jana DPC	TEST OSU ORG1	Data Processing Contract	SEL	10/10/2017	31/10/2017	F	
10	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F	
Summary ISA DPC DPC to ISA Participation									

The DPC to ISA worksheet shows detailed information on the relationship / links between your organisations DPCs to all ISAs that you are hosting or participating in.

Q26									
	A	B	C	D	E	F	G	H	I
1	Reference	Title	ISA Organisation	ISA Region	Participant	Status	Created Date		
2	SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	TEST OSU ORG3	Pending	04/08/2017 13:26		
3	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	Jacob NHS trust	Pending	04/08/2017 13:27		
4	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	0504_Firefox	Pending	04/08/2017 13:27		
5	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	TEST OSU ORG2	ISA Expired	07/08/2017 12:42		
6	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	TEST OSU ORG2	Incoming Request	08/08/2017 10:24		
7	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	TEST OSU ORG3	Pending	08/08/2017 10:24		
8	SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	TEST OSU ORG2	Pending	08/08/2017 10:25		
9	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	TEST OSU ORG3	ISA Expired	08/08/2017 10:26		
10	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SFI	#delete-meg test1	ISA Expired	13/08/2017 18:56		
Summary ISA DPC DPC to ISA Participation									

Participation worksheet shows detailed information about each ISA an organisation is participating in.

17. Further Information

Email

Contact the DCC support team at england.dccsupport@nhs.net

Website

Visit www.healthylondon.org/digital to access:

- DCC User Guides
- Quick Reference Guides
- Short Training Videos
- FAQs
- General Project Information