



# Data Controller Console

User guide for the Organisation Super User (OSU)

November 2017

## Document Version History

Version	Date	Author	Reason for update
V1.0	-	Christina Meehan	First release
V2.0	-	Moses Kisayire	Amendments based on enhancement
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V3.0	Aug 2017	Muhitul Haque	Amendments based on DCC release 1.1. Replaced all screenshots with RAW images for clarity and added items not covered previously.
V3.1	Sept 2017	Muhitul Haque	Updated to DCC release 1.2 (Entity Tagging & Audit and Reporting)
V3.2	Oct 2017	Muhitul Haque	Updated to DCC release 1.3 (DPC) and updated all screenshots to include colour change on navigation tabs.
V3.3	Nov 2017	Muhitul Haque	Updated to DCC release 1.4 (DPIA and LA)

## 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
DPIA	Data Protection Impact Assessment
LA	Local Authority

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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.







The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

### 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.

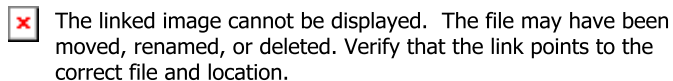
The DCC has four types of user groups:

 <b>Regional Super User</b> <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.) <b>INCLUDING</b> the ability to 'Approve/Reject' an organisation's application to join the DCC.</p>
 <b>Organisation Super User</b> <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), <b>EXCLUDING the ability to 'Approve/Reject' an organisation's application.</b> 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>
 <b>Active User</b> <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>
 <b>View Only User</b> <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



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.

### 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](mailto:no-reply@datacontroller.london) with the subject line 'Data Controller user account created'.

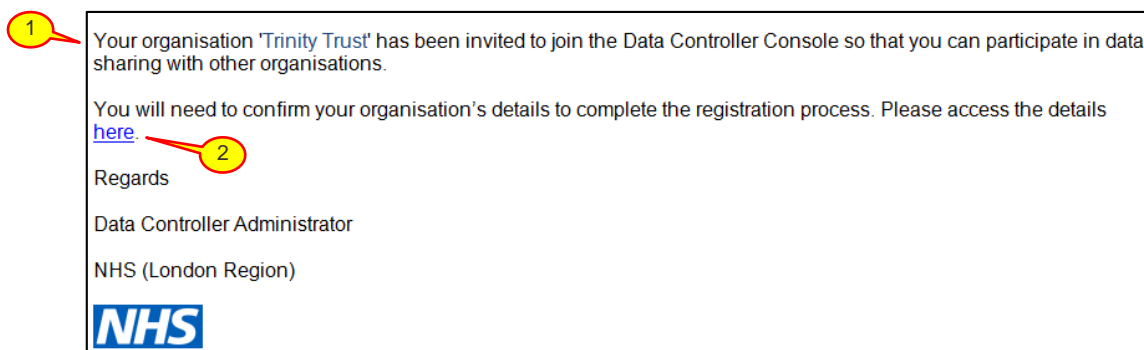
**Note:** If you haven't received the email from [no-reply@datacontroller.london](mailto:no-reply@datacontroller.london), please check your spam / junk inbox as some spam filters block this email.

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.

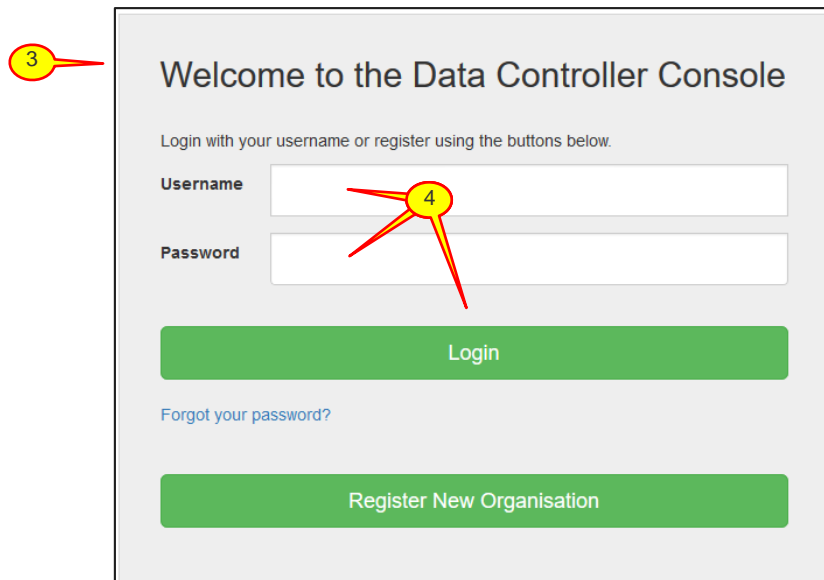
**Caution:** After three unsuccessful login attempts the account will be locked out. To unlock the account, see the section '**2.6 - Forgotten Password**' to reset the password.

### 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

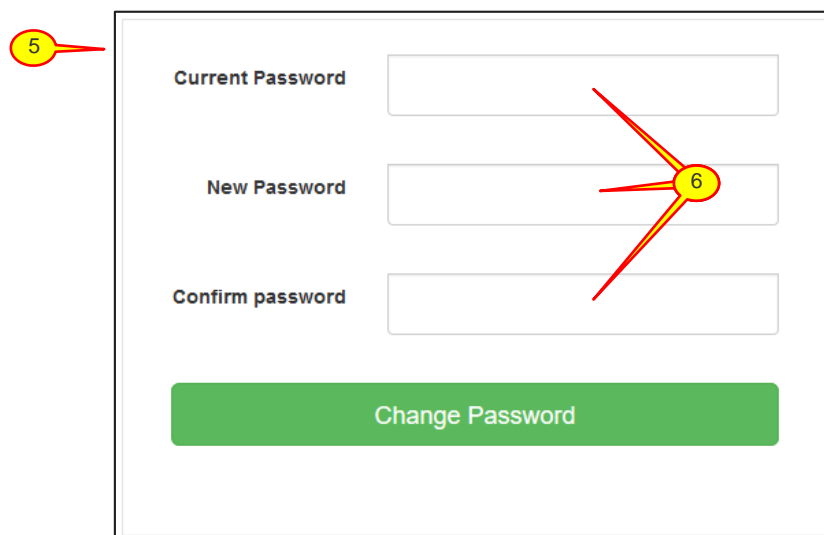
Password

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 have forgotten your password, please see section '2.6 - Forgotten Password'

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

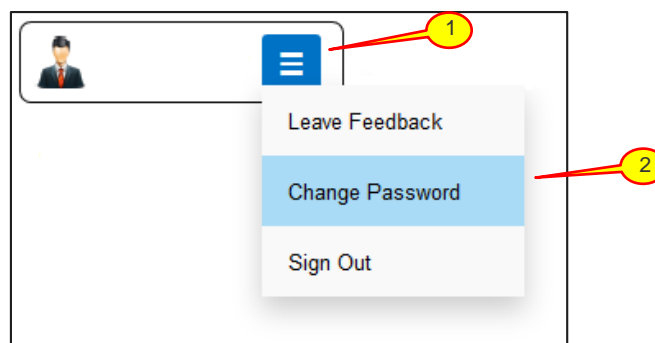
Notification

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

Current Password

New Password

Confirm password

**Change Password**

4. 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
5. 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

1. Launch the DCC application with the given URL. (<https://datacontroller.london>). The login screen is displayed
2. 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.

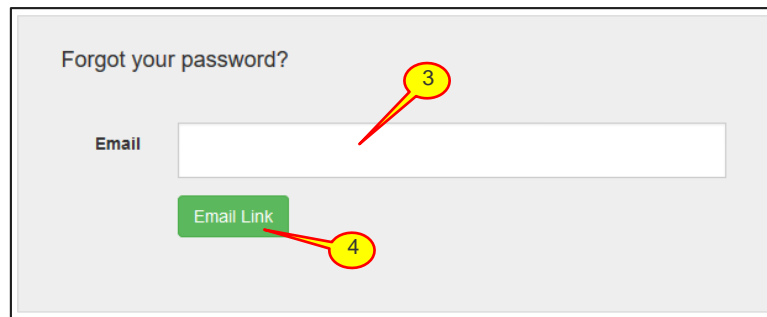
**Username**


**Password**

**Login**

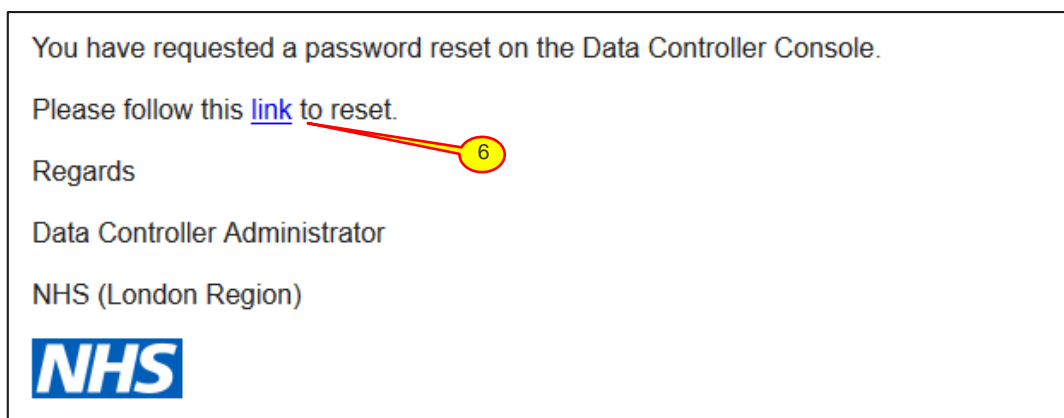
**Forgot your password?**

**Register New Organisation**

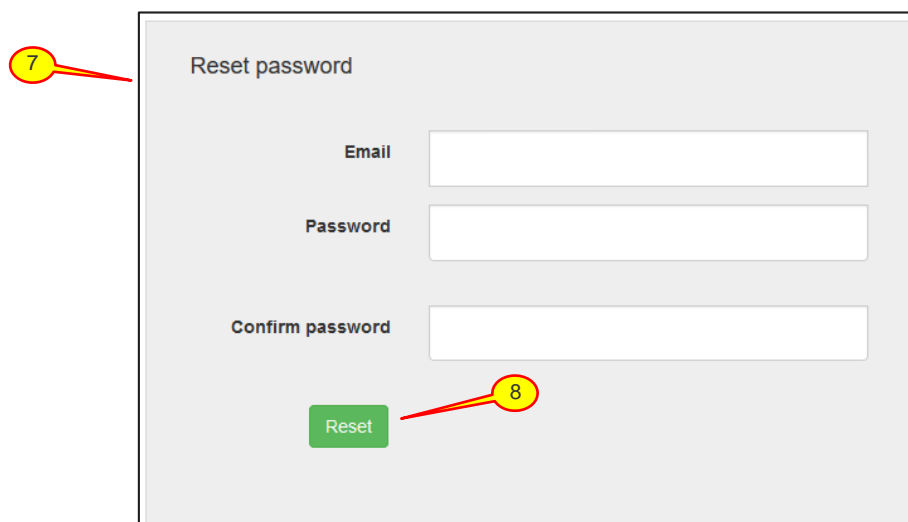


3. Enter the email address in the **Email** field that you used to register and login to the Data Controller Console
4. Select the **Email Link** (  ) button
5. A 'Forgot Password Confirmation' screen is displayed with a message 'Please check your email to reset your password'


**Caution:** 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'

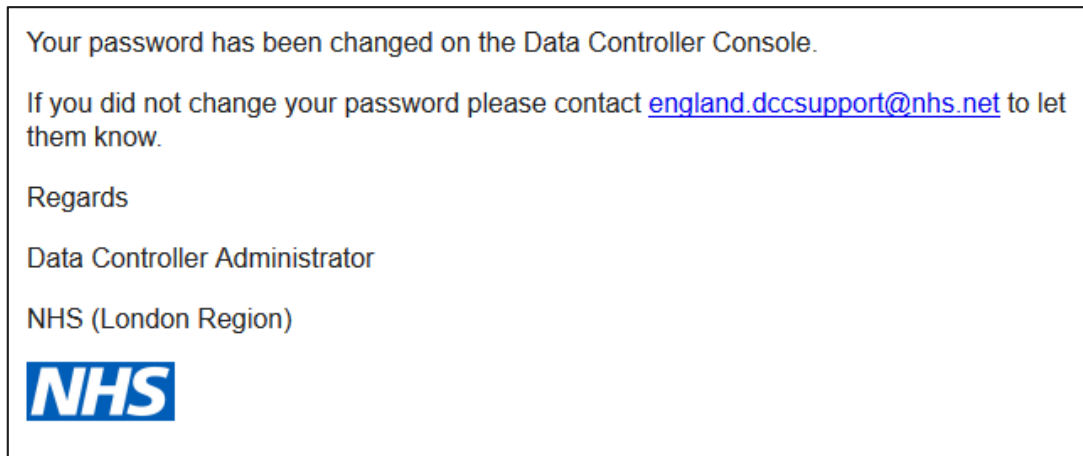


7. The 'Reset password' screen launches in the browser with fields to enter your **Email**, **Password** and to **Confirm password**


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'

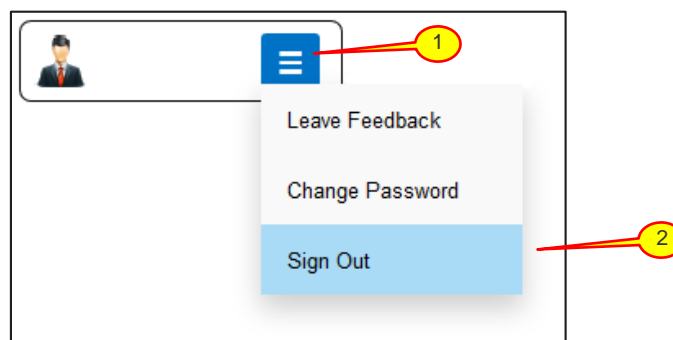
## 2.7 Notification of Password Change

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](mailto: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

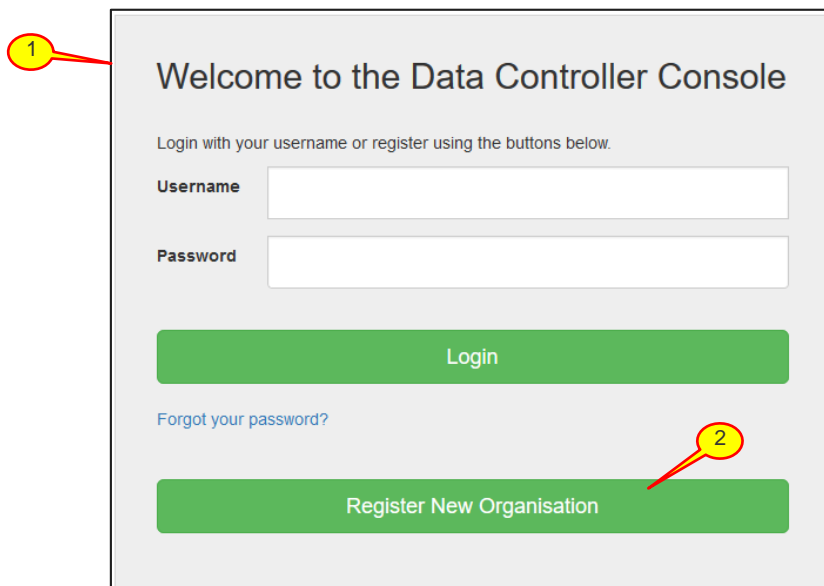
### 3. How to Register for the Data Controller Console

There are two ways of becoming a member of the Data Controller Console club:

1. An Organisation requesting to join the DCC or
2. An Organisation is invited to join the DCC

#### 3.1 Organisation Requesting to Join the DCC

1. Launch the DCC application with the given URL (<https://datacontroller.london>). The login screen is displayed



Welcome to the Data Controller Console

Login with your username or register using the buttons below.

Username

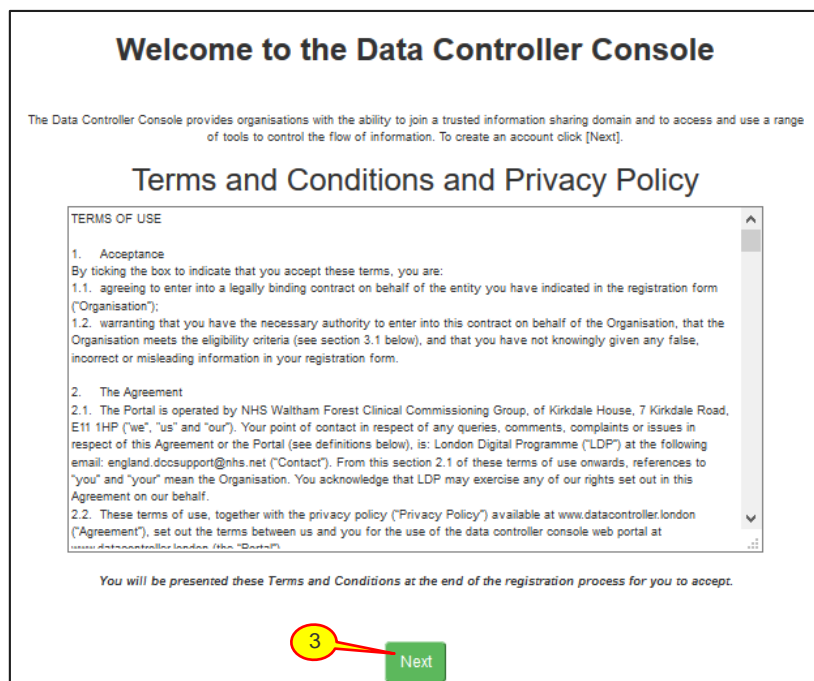
Password

Login

[Forgot your password?](#)

Register New Organisation

2. Click on **Register New Organisation** (  ) button. The 'Welcome to the Data Controller Console' page is displayed with the Terms and Conditions and Privacy Policy



Welcome to the Data Controller Console

The Data Controller Console provides organisations with the ability to join a trusted information sharing domain and to access and use a range of tools to control the flow of information. To create an account click [Next].

### Terms and Conditions and Privacy Policy

**TERMS OF USE**

1. Acceptance

By ticking the box to indicate that you accept these terms, you are:

1.1. agreeing to enter into a legally binding contract on behalf of the entity you have indicated in the registration form ("Organisation");

1.2. warranting that you have the necessary authority to enter into this contract on behalf of the Organisation, that the Organisation meets the eligibility criteria (see section 3.1 below), and that you have not knowingly given any false, incorrect or misleading information in your registration form.

2. The Agreement


2.1. The Portal is operated by NHS Waltham Forest Clinical Commissioning Group, of Kirkdale House, 7 Kirkdale Road, E11 1HP ("we", "us" and "our"). Your point of contact in respect of any queries, comments, complaints or issues in respect of this Agreement or the Portal (see definitions below), is: London Digital Programme ("LDP") at the following email: [england.dccsupport@nhs.net](mailto:england.dccsupport@nhs.net) ("Contact"). From this section 2.1 of these terms of use onwards, references to "you" and "your" mean the Organisation. You acknowledge that LDP may exercise any of our rights set out in this Agreement on our behalf.

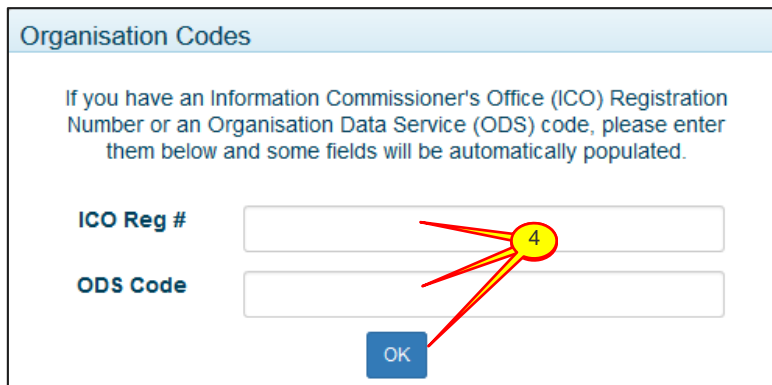
2.2. These terms of use, together with the privacy policy ("Privacy Policy") available at [www.datacontroller.london](http://www.datacontroller.london) ("Agreement"), set out the terms between us and you for the use of the data controller console web portal at [www.datacontroller.london](http://www.datacontroller.london) (the "Data").


You will be presented these Terms and Conditions at the end of the registration process for you to accept.


Next

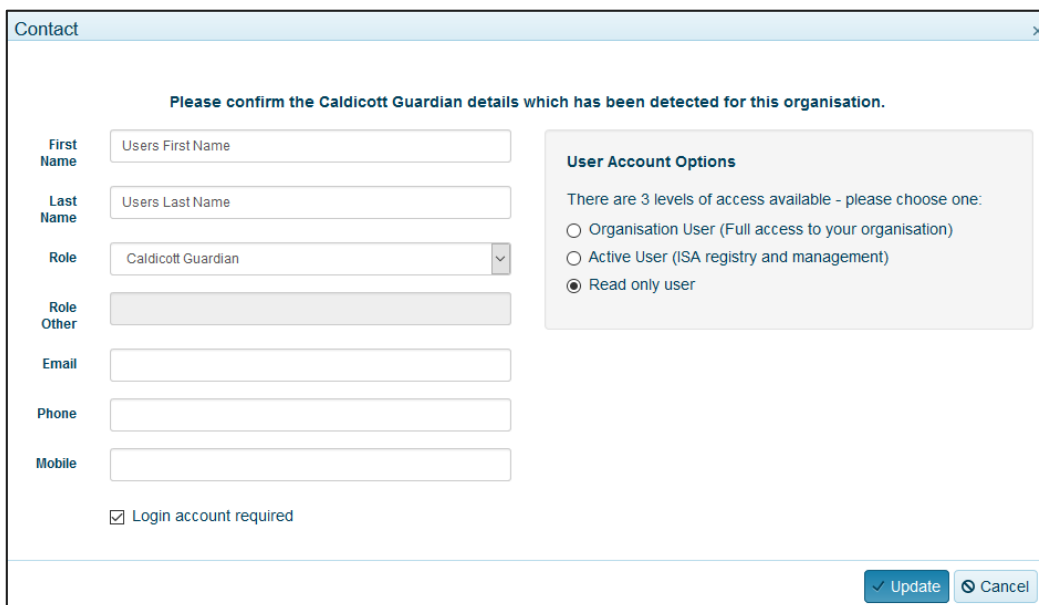


3. Once you have read and understood the Terms and Conditions and Privacy Policy, scroll to the bottom and click the **Next** (  ) button to continue with registration. An 'Organisation Codes' dialog window is displayed, prompting you to enter an ICO registration number and a ODS Code



4. Enter your organisation's '**ICO Reg No**' and '**ODS code**' in the respective fields and click **OK** (  ) to submit
  - a. If an '**ODS code**' is entered, a 'Contact' window will be displayed, which may show the organisation's Caldicott Guardian details. User account creation and login permissions can be selected and set in this screen

Update all the required fields in the 'Contact' screen, and click **Update** (  ) at the bottom right of the window to complete



- b. If no '**ODS Code**' is entered, you will be taken to the organisation registration page

5

5. Under 'Organisation Profile Details' section in the registration page, complete the mandatory fields; **Organisation Name**, **Organisation Type**, **Organisation Region** and whether the organisation **Provide direct care** from the drop-down menus

**Note:** If 'Local Authority' is selected from the **Organisation Type** field, there will be an additional field of **Role Category** for each contact being added.

6. Under 'Organisation Contacts' section, click on the **Add New Contact** ( **+ Add New Contact** ) button

7

7. A 'Contact' window is displayed
8. Populate the fields accordingly then click the **Update** ( **✓ Update** ) button. To create a user account please see section '**16.4 - Create a User Account**'

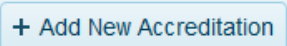
9. Under the 'Organisation Tagging' section, click inside the 'Services provided' box; once you start filling this box in, the preloaded services should pop-up, please select the available services that your organisation provides
10. Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough. To select everything on the list, click 'All London Boroughs' tag at the top

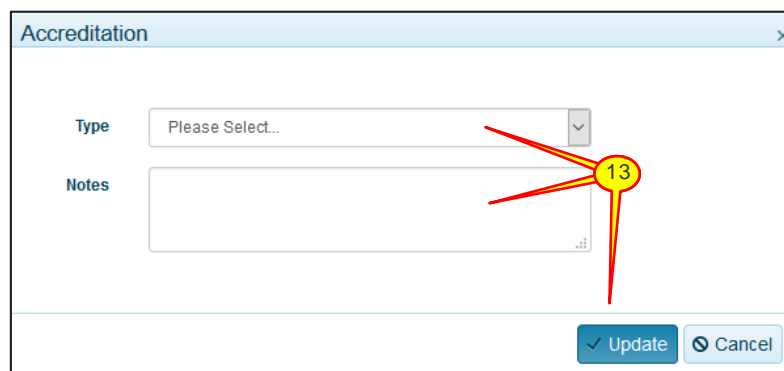
**Note:** A search query for an individual borough will bring up your organisation in the search result as you have indicated that you provide services to 'All Boroughs'.

11. If a service you provide isn't listed, please use the 'Additional Services' text box to enter free-text which is up to 40 characters




The screenshot shows the 'Accreditations' section with a table header containing 'Type', 'Date', 'Reference', 'Rating', and 'Notes'. A button labeled '+ Add New Accreditation' is located at the top left of the table, highlighted with a yellow circle and the number 12.

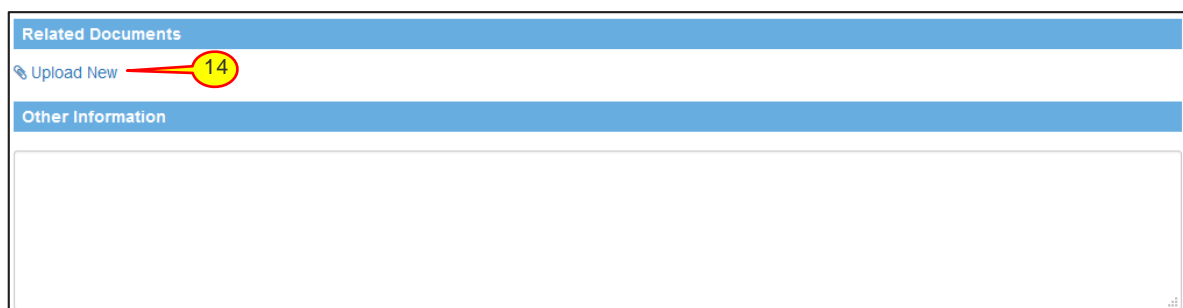
12. Under 'Accreditations' section, click the **Add New Accreditation** (  ) button, an 'Accreditation' window is displayed



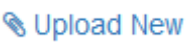
The screenshot shows the 'Accreditation' window with a 'Type' dropdown menu and a 'Notes' text area. A yellow circle with the number 13 points to the 'Type' dropdown menu. At the bottom right, there are 'Update' and 'Cancel' buttons.

13. Select the **Accreditation Type** from the drop-down pick list, populate the fields accordingly then select the **Update** (  ) button

**Note:** Some accreditation Types will require additional information from you.



The screenshot shows the 'Related Documents' section with a link labeled 'Upload New' highlighted by a yellow circle and the number 14. Below this is an 'Other Information' section with a large text area.


14. Under 'Related Documents' section, click the **Upload New** (  ) link. A 'Provide details' window is displayed

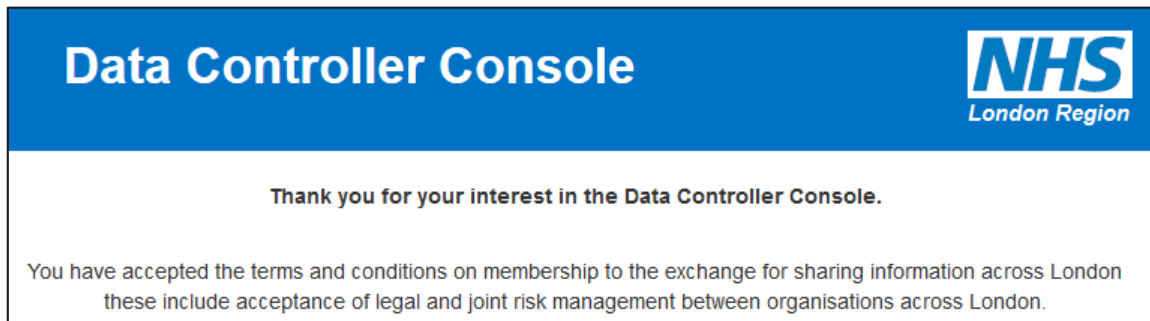
15. In the 'Provide details' dialog box that opens up, populate the fields accordingly

**Note:** There is a maximum file size limit of 20MB.

16. Click the **Choose File** ( **Choose File...** ) button and attach a file

17. Click the **Next** ( **Next** ) button at the bottom of the page and the 'Terms and Conditions and Privacy Policy' screen will be displayed

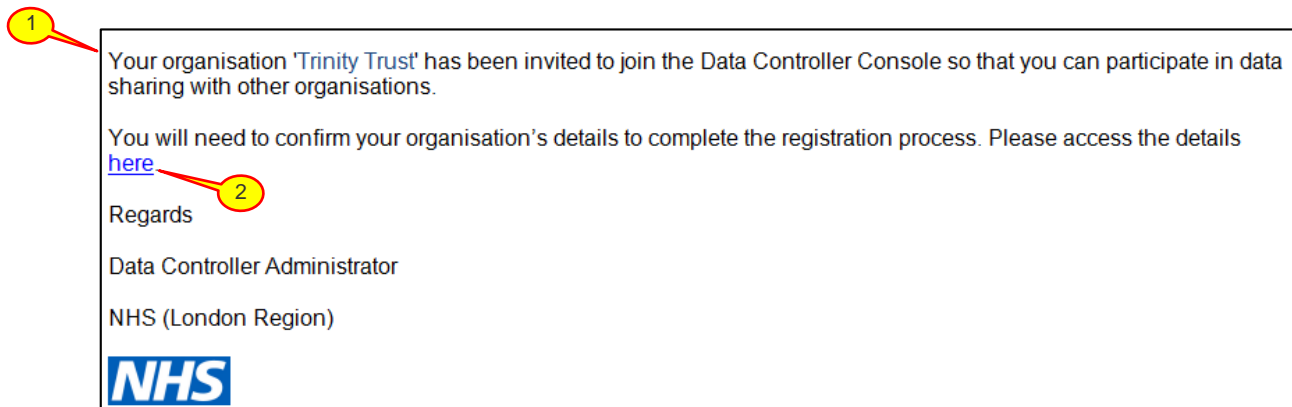
18. Read the Terms and Conditions and Privacy Policy by scrolling down the page, then at the end of the page select the checkbox titled '*I agree with the Data Controller Charter for NHS London Region*'
19. Click the **Accept** (  ) button at the bottom of the page. A screen is displayed with the message 'Thank you for your interest in the Data Controller Console.' and outlining the next steps



***What happens next? The Regional Super User (RSU) will receive the application, review and accept / reject the application.***

### 3.2 Organisation is Invited to Join the DCC

1. An Organisation being invited will receive and email invitation with the title 'Invitation to join the Data Controller Console'



2. Click the link in the email to access the terms and condition and privacy policy screen

**Data Controller Console** **NHS**  
London Region

## Welcome to the Data Controller Console

The Data Controller Console provides organisations with the ability to join a trusted information sharing domain and to access and use a range of tools to control the flow of information. To create an account click [Next].

### Terms and Conditions and Privacy Policy

**TERMS OF USE**

1. Acceptance  
By ticking the box to indicate that you accept these terms, you are:

1.1. agreeing to enter into a legally binding contract on behalf of the entity you have indicated in the registration form ("Organisation");

1.2. warranting that you have the necessary authority to enter into this contract on behalf of the Organisation, that the Organisation meets the eligibility criteria (see section 3.1 below), and that you have not knowingly given any false, incorrect or misleading information in your registration form.

2. The Agreement  
2.1. The Portal is operated by NHS Waltham Forest Clinical Commissioning Group, of Kirkdale House, 7 Kirkdale Road, E11 1HP ("we", "us" and "our"). Your point of contact in respect of any queries, comments, complaints or issues in respect of this Agreement or the Portal (see definitions below), is: London Digital Programme ("LDP") at the following email: [england.dccsupport@nhs.net](mailto:england.dccsupport@nhs.net) ("Contact"). From this section 2.1 of these terms of use onwards, references to "you" and "your" mean the Organisation. You acknowledge that LDP may exercise any of our rights set out in this Agreement on our behalf.

2.2. These terms of use, together with the privacy policy ("Privacy Policy") available at [www.datacontroller.london](http://www.datacontroller.london) ("Agreement"), set out the terms between us and you for the use of the data controller console web portal at [www.datacontroller.london](http://www.datacontroller.london) (the "Portal").

*You will be presented these Terms and Conditions at the end of the registration process for you to accept.*

**Next** 3

3. Read the terms and conditions and privacy policy then click the **Next** ( **Next** ) button if you want to continue with registration
4. Please ensure that your organisation's '**ICO Reg No**' and '**ODS code**' in the respective fields are correct
5. Under 'Organisation Profile Details' section in the registration page, make sure that the mandatory fields; **Organisation Name**, **Organisation Type**, **Organisation Region** and whether the organisation **Provide direct care** from the drop-down menus are correct

**Organisation Contacts**


+ Add New Contact 6

Name	Role	Email	Phone	Mobile	Create a login?

6. Under 'Organisation Contacts' section, click on the **Add New Contact** ( **+ Add New Contact** ) button to add additional contacts within your organisation who will be responsible for managing the information sharing agreements for your organisation

7. A 'Contact' window is displayed

**Note:** The **Role Category** field is only available if the organisation type is marked as **Local Authority**.

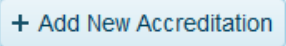
8. Populate the fields accordingly then click the **Update** (  ) button. To give the contact login privileges please see section '**16.4 - Create a User Account**'

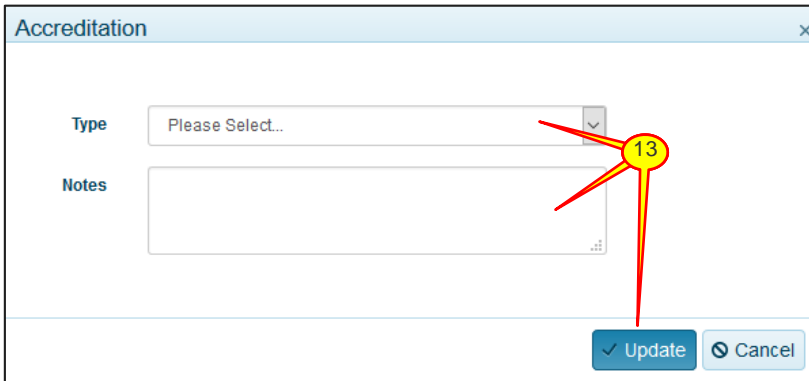
9. Under the 'Organisation Tagging' section, click inside the 'Services provided' box; once you start filling this box in, the preloaded services should pop-up, please select the available services that your organisation provides to

10. Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough.

11. If a service you provide isn't listed, please use the 'Additional Services' text box to enter free-text which is up to 40 characters

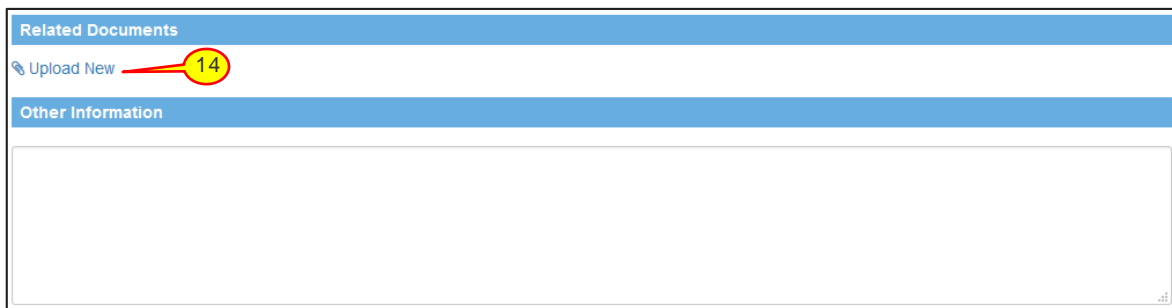
Type	Date	Reference	Rating	Notes	


12. Under 'Accreditations' section, click the **Add New Accreditation** (  ) button, an 'Accreditation' window is displayed

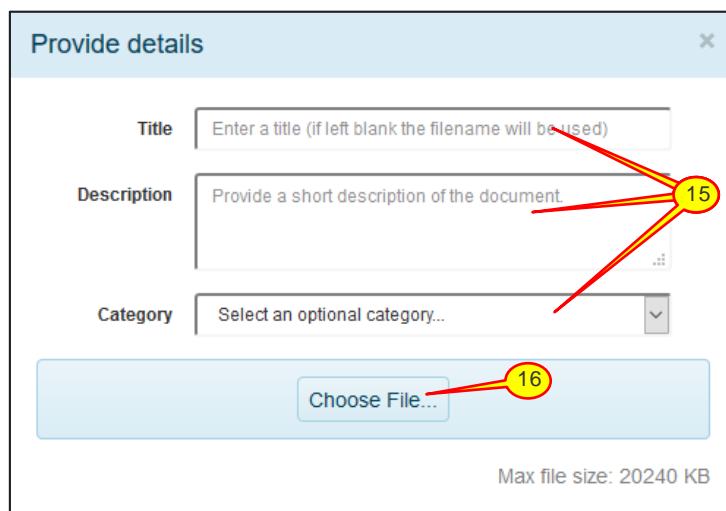


13. Select the **Accreditation Type** from the drop-down pick list and populate the fields accordingly then click the **Update** (  ) button

**Note:** Some accreditation types will require additional information such as *Inspection Date and Rating for OFSTEAD*.

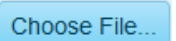


14. Under 'Related Documents' section, click the **Upload New** (  Upload New ) link. A 'Provide details' window is displayed




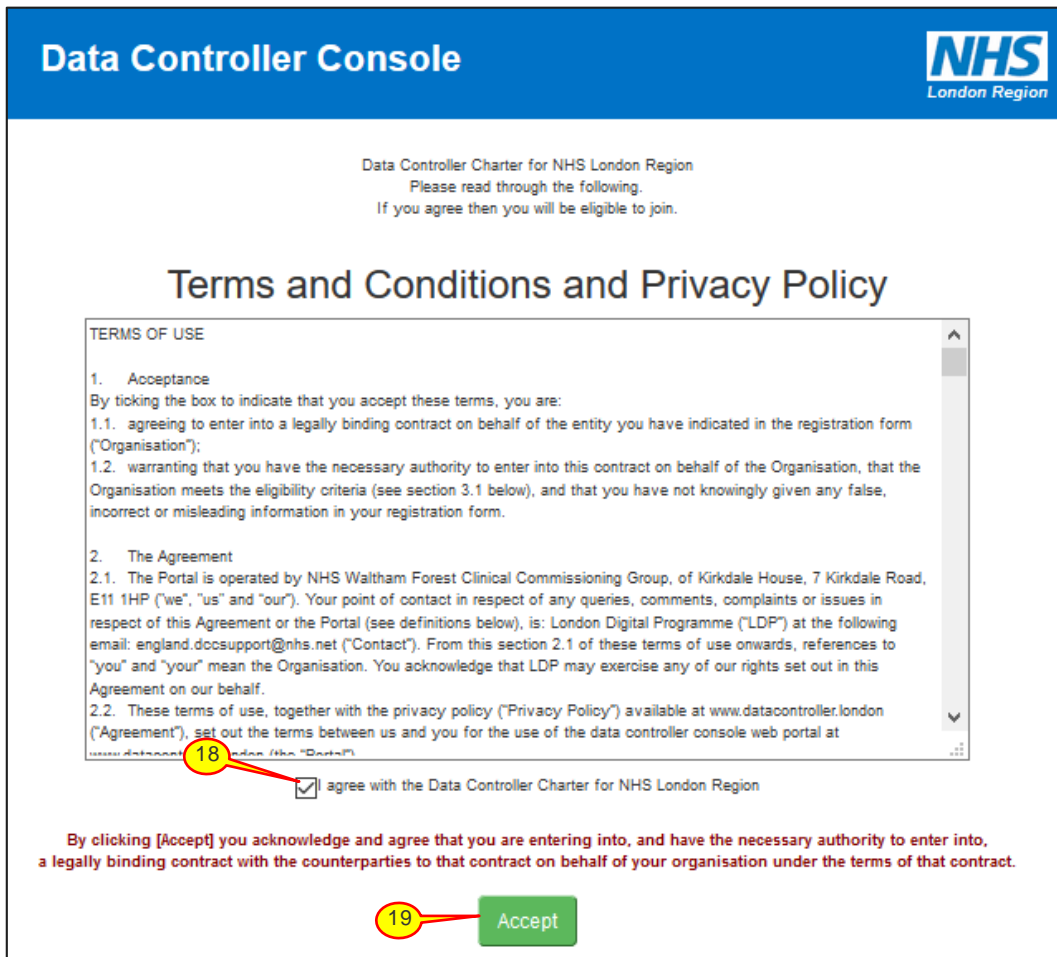
15. In the 'Provide details' dialog window that opens up, populate the fields accordingly


**Note:** There is a maximum file size limit of 20MB.

16. Click the **Choose File** (  ) button and attach a file



17. Click the **Next** (  ) button at the bottom of the page and the 'Terms and Conditions and Privacy Policy' screen will be displayed



**Data Controller Console** 

Data Controller Charter for NHS London Region  
Please read through the following.  
If you agree then you will be eligible to join.

## Terms and Conditions and Privacy Policy

**TERMS OF USE**

1. Acceptance  
By ticking the box to indicate that you accept these terms, you are:

1.1. agreeing to enter into a legally binding contract on behalf of the entity you have indicated in the registration form ("Organisation");

1.2. warranting that you have the necessary authority to enter into this contract on behalf of the Organisation, that the Organisation meets the eligibility criteria (see section 3.1 below), and that you have not knowingly given any false, incorrect or misleading information in your registration form.

2. The Agreement


2.1. The Portal is operated by NHS Waltham Forest Clinical Commissioning Group, of Kirkdale House, 7 Kirkdale Road, E11 1HP ("we", "us" and "our"). Your point of contact in respect of any queries, comments, complaints or issues in respect of this Agreement or the Portal (see definitions below), is: London Digital Programme ("LDP") at the following email: [england.docsupport@nhs.net](mailto:england.docsupport@nhs.net) ("Contact"). From this section 2.1 of these terms of use onwards, references to "you" and "your" mean the Organisation. You acknowledge that LDP may exercise any of our rights set out in this Agreement on our behalf.

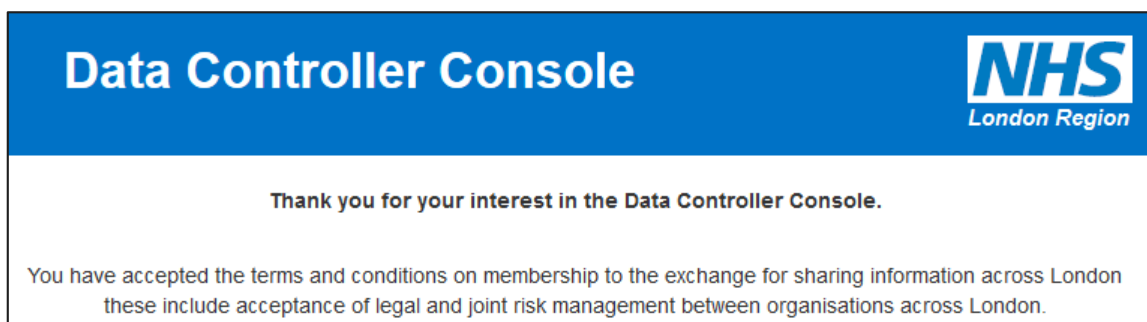
2.2. These terms of use, together with the privacy policy ("Privacy Policy") available at [www.datacontroller.london](http://www.datacontroller.london) ("Agreement"), set out the terms between us and you for the use of the data controller console web portal at [www.datacontroller.london](http://www.datacontroller.london) (the "Data").


☒ I agree with the Data Controller Charter for NHS London Region

By clicking [Accept] you acknowledge and agree that you are entering into, and have the necessary authority to enter into, a legally binding contract with the counterparties to that contract on behalf of your organisation under the terms of that contract.

**Accept**

18. Read the Terms and Conditions and Privacy Policy by scrolling down the page then at the end select the checkbox titled 'I agree with the Data Controller Charter for NHS London Region'
19. Click the **Accept** (  ) button at the bottom of the page. A screen is displayed with the message 'Thank you for your interest in the Data Controller Console.' and outlining the next steps



**Data Controller Console** 

**Thank you for your interest in the Data Controller Console.**

You have accepted the terms and conditions on membership to the exchange for sharing information across London these include acceptance of legal and joint risk management between organisations across London.

**What happens next?** The Regional Super User (RSU) will receive the application, review and either accept / reject the application. The Caldicott Guardian will be notified via email.

## 4. Manage Dashboard

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

### 4.1 Regional Map

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

### 4.2 Notification

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.

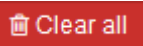
Notifications - the most recent notifications you have asked for	
	
Notification	
Updated ISA Agreement - ISA MainOrg1 2	
Invite to ISA MainOrg1 1	
Request from Main Org 1 to ISA MainOrg2 5	
Request from Main Org 1 to ISA MainOrg2 1	

#### 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

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	3
ISA Expiry Notification Date Passed	4
ISA Review Required	2
ISA Non-Registered Organisation Review Required	4
ISA Management Pending	3
ISA Management Under Consideration	1
ISA Registry Incoming Requests	4
ISA Management Total	15
ISA Registry Total	24
DPC Decision Pending on an ISA	1
DPC Expired	6
DPC Expiry Notification Date Passed	8
DPC Review Required	2
DPC Total	20
DPIA Checklist Required	2
DPIA Required	2

ISA Information

DPC Information

DPIA Information

**Note:** The status categories above are only displayed in a user's profile if there are matching counts of ISAs, DPIAs and DPCs under those Categories. The table below gives a detailed description of each 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 <b>Review</b> 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 <b>Accept</b>, <b>Reject</b> or place the invitation <b>Under Consideration</b>.</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 <b>Accept</b>, <b>Reject</b> or place the invitation <b>Under Consideration</b>.</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 <b>Accept</b> or <b>Reject</b> 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 <b>Under Consideration</b> , and there for you must make a decision to either <b>Accept</b> or

	<b>Reject</b> the invitation.
ISA Management Total	Click to see a list of <b>all</b> of the ISA's your organisation had been <b>invited</b> to participate in or you have <b>requested</b> 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
DPIA Checklist Required	Click to see a list of all ISAs that require a DPIA checklist to be completed to check if a DPC is required
DPIA Required	Click to see the ISAs that require a DPIA to be completed

## 5. Search for and view ISAs

### 5.1 Search for and view ISAs your organisation is hosting

ISA - Registry

Agreement Title / Reference Any Status Any DPC Any DPIA Choose Services Apply Filter Clear Filter

+ Create New  
Click on the icon to see related organisations

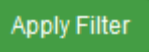
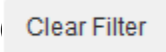
Export to Excel

Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
DPIA LA 23 Nov	01-Nov-2017	22-Nov-2018	Completed Digitally	0	5	0	1	1	0	0
DPIA Nov 09 data 2	09-Nov-2017	No end date	Completed by Upload	0	0	0	0	0	0	0
DPIA Nov 09 data 3	09-Nov-2017	No end date	Not Required - Checklist	0	0	0	0	3	0	0
DPIA Nov 09 data 4	09-Nov-2017	08-Nov-2018	Checklist Required	1	1	0	1	1	0	0
DPIA Nov 09 data1	09-Nov-2017	No end date	Not Required - Historic	0	0	0	0	0	0	0
DPIA Nov 20 Data 2	20-Nov-2017	No end date	Completed Digitally	0	0	0	0	1	0	0
DPIA Nov 20 Test data 1	20-Nov-2017	No end date	Completed Digitally	4	2	0	1	1	0	0

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 and filter facilities are available with search boxes and filter drop-downs allowing you to show information by Agreement Title/Reference, ISA status, DPC status, DPIA status or the services the host ISA provides

ISA - Registry

Agreement Title / Reference Any Status Any DPC Any DPIA Choose Services Apply Filter Clear Filter

4. Enter the search preferences in any of the fields search fields. You can also narrow down the search by selecting the options from the drop-down lists
5. Then select the **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' (  ) 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

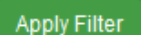
Under 'ISA Management > My ISA – Management' tab, you will see the ISAs that you have been invited to or requested access to. The 'ISA – Management' tab shows all of the ISAs you are participating in.

ISA - Management

My ISA - Management Available Data Sharing


Agreement Title Organisation Name Any Status Any DPC Status Any DPIA Status Choose Services Apply Filter Clear Filter

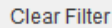
Create Date	Title	Organisation	From Date	To Date	Status	DPIA	DPC Count	My Org DPC	Message
20-Nov-2017	021117 DR ISA	TEST OSU ORG1	03-Nov-2017	No end date	Under Consideration	Checklist Required	1	0	



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', 'organisation status', 'DPC status', 'DPIA status' and/or the 'Services' that the ISA is associated with
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 Any DPIA Status Choose Services  Clear Filter

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

Create Date	Title	Organisation	From Date	To Date	Status	DPIA	DPC Count	My Org DPC	Message	
20-Nov-2017	021117 DR ISA	TEST OSU ORG1	03-Nov-2017	No end date	Under Consideration	Checklist Required	1	0		
20-Nov-2017	08 Nov DPIA Test 2	TEST OSU ORG1	08-Nov-2017	No end date	Requested	Required	1	0		

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

**Caution:** If you click on the organisation name, that organisation's profile will be displayed in read-only mode and not the ISA details.

### 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**, DPC, Activity, Organisation Profile, User Preferences, and Reports. Below this, the 'ISA - Management' section has two tabs: 'My ISA - Management' and 'Available Data Sharing'. The 'Available Data Sharing' tab is selected. Below the tabs is a search bar with 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 the search bar is a table with columns: Title, Organisation, From Date, To Date, and a 'View' button. The table contains three rows of data. A red box highlights the search bar area, and yellow callouts numbered 1 through 6 point to specific elements: 1 points to the 'ISA - Management' tab, 2 points to the 'Available Data Sharing' tab, 3 points to the 'Test 0803' row, 4 points to the search bar area, 5 points to the 'Apply Filter' button, and 6 points to the 'View' button in the table.

Title	Organisation	From Date	To Date	
TestISAemail	Homerton NHS Trust	11-Jun-2017	05-Oct-2018	View
Test 0803	Aleena NHS trust	09-Mar-2017	No end date	View
1004 safari isa	1004 Safari	10-Apr-2017	10-Apr-2018	View

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 a close-up of the search bar area. It includes the 'ISA - Management' title, the 'Available Data Sharing' tab, and the search fields: 'Agreement Title', 'Organisation Name', 'Keyword (search description)', 'All Org Types' (dropdown), and 'All Regions' (dropdown). There are 'Apply Filter' and 'Clear Filter' buttons. A red box highlights the search bar area, and yellow callouts numbered 4 and 5 point to the search bar and the 'Apply Filter' button respectively.

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

**Caution:** If you click on the organisation name, that organisations profile will be displayed in read-only mode and not the ISA details.



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

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

The four tabs are:

- **Details:** holds the metadata information about the ISA as well as the electronic copy of the Agreement
- **Contacts:** holds the details of the contact person within the host organisation who is creating the 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
- **DPIA:** allows you to carry out and checklist to check if a DPIA is required
- **DPCs:** allows you to attach your organisations data processing contracts and processing organisation onto this ISA

ISA - Registry

Agreement Title / Reference Any Status Any DPC Any DPIA Choose Services Apply Filter Clear Filter

+ Create New

Click on the icon to see related organisations

Export to Excel

Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
DPIA LA 23 Nov	01-Nov-2017	22-Nov-2018	Completed Digitally	0	5	0	1	1	0	0
DPIA Nov 09 data 2	09-Nov-2017	No end date	Completed by Upload	0	0	0	0	0	0	0
DPIA Nov 09 Data 3	09-Nov-2017	No end date	Not Required - Checklist	0	0	0	0	3	0	0
DPIA Nov 09 data 4	09-Nov-2017	08-Nov-2018	Checklist Required	1	1	0	1	1	0	0
DPIA Nov 09 Data1	09-Nov-2017	No end date	Not Required - Historic	0	0	0	0	0	0	0

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
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.

**Information**

Before adding a new ISA please ensure that you have:

1. Searched your ISAs [here](#) (use the filter) and
2. Searched other available ISAs [here](#) (Available Data Sharing tab)

Okay

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

Continued....

## 6.1 ISA 'Details' Tab

The screenshot shows the 'ISA - Registry > Create New' page. The 'Details' tab is selected. Fields are highlighted with pink backgrounds to indicate they are mandatory. Numbered callouts point to specific fields: 1 points to the 'ISA - Registry' tab; 2 points to the 'Services' text area; 3 points to the 'Valid From' date field; 4 points to the 'No Expiry Date' checkbox; 5 points to the 'Review Date' field.


1. Under the 'Details' tab, populate all required fields (pink fields are mandatory) with data provided as per the ISA agreement
2. Enter the type of services that your organisation provides. This will be helpful for other organisations to find you by the type of service you provide
3. Enter a 'Valid From' and 'Valid To' date using the calendar icons ( )
4. 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
5. 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

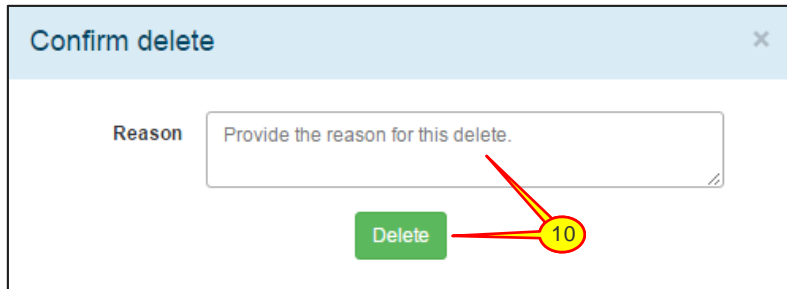
This section contains a 'Version' dropdown menu (with options: None, Document, Website Link), an 'Auto Increment' checkbox, and a 'Website link' text field. A numbered callout 6 points to the 'Website Link' option in the dropdown menu.

6. 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
7. To make the ISA transparent and allow other organisations to view it and be able to request access to it, ensure that the 'Searchable by others?' check box is ticked
8. Finally, upload the Agreement by using the Upload New ( [Upload New](#) ) button



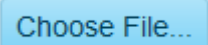
The 'Provide details' dialog box contains fields for 'Title' (Trinity Agreement), 'Description' (Trinity Agreement), and 'Category' (Agreement). Below these fields is a 'Choose File...' button. A numbered callout 8 points to the 'Agreement' option in the 'Category' dropdown menu. At the bottom right, it states 'Max file size: 20240 KB'.

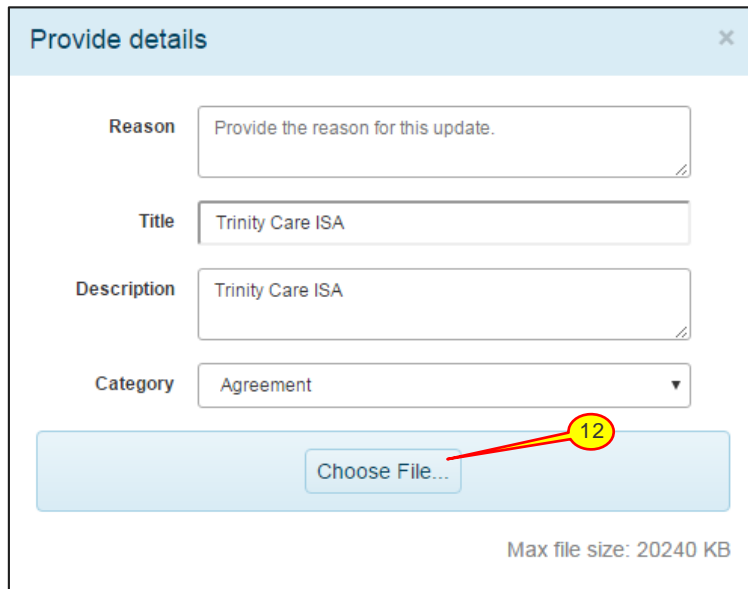
**Note:** When creating an ISA at least one document marked as 'Agreement' must be uploaded

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



The 'Confirm delete' dialog box has a light blue header with a close button (X). Below the header, there is a 'Reason' label and a text input field with the placeholder text 'Provide the reason for this delete.'. Below the input field is a green 'Delete' button. A red arrow points from a yellow circle containing the number '10' to the 'Delete' button.


10. 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 (  ) button
11. To update an existing ISA document, select the New Version (  ) button
12. 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...** (  ) button



The 'Provide details' dialog box has a light blue header with a close button (X). Below the header, there are four fields: 'Reason' (text input with placeholder 'Provide the reason for this update.'), 'Title' (text input with 'Trinity Care ISA'), 'Description' (text input with 'Trinity Care ISA'), and 'Category' (dropdown menu with 'Agreement' selected). Below these fields is a light blue box containing a 'Choose File...' button. A red arrow points from a yellow circle containing the number '12' to the 'Choose File...' button. At the bottom right of the dialog box, it says 'Max file size: 20240 KB'.

*Continued....*

## 6.2 ISA 'Contacts' Tab

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


### Add New Contacts:



2. Under 'Hosted contacts', to add a new contact click the **Add New Record** ( **+ Add new record** ) button. The Edit screen is displayed with contact fields

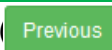
3. Populate the fields for the new person to be added
4. If you want to notify the person that they have been added as a hosted contact in the ISA then please tick on the 'Notify for Updates' check box
5. Click the **Update** ( **✓ Update** ) button at the bottom right of the screen. The contact screen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

### Add Existing Contacts:

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

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

10. 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
11. Click the **Update** (  ) button at the bottom right of the screen. The contact's screen will then close and contact details are added to the ISA
12. Click on the 'Organisation' tab or at the bottom-right of the screen, click the **Next** (  ) button

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

### 6.3 ISA 'Organisations' Tab

1. Click on the 'Organisations' tab or at the bottom-right of the screen, select the **Next** (  ) button. Organisations tab is displayed
2. To invite an organisation onto the ISA, Click the '**Select organisation**' button

3. The 'Select Organisation' pop-up window (above) is displayed
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

Select Organisations

Please select your search criteria and press the [Search] button.

Name:

Region:   
 Any Region  
 North Central London  
 North East London  
 North West London  
 South East London  
 South West London

Service:

ODS:

Type:   
 Any Type

Borough:

Organisation	Type	Region	
test for nro purpose	Other	North East London	<input type="checkbox"/>
0504_IE10	Other	North East London	<input type="checkbox"/>
1204 org	Other	North East London	<input type="checkbox"/>
LONDON AMBULANCE SERVICE NHS TRUST	Other	North East London	<input type="checkbox"/>
Test to reject	Other	North East London	<input type="checkbox"/>
M1W New Use Chrome	Ambulance Trust	North East London	<input type="checkbox"/>

Select Search Cancel

- Once you have entered the search criteria, select the **Search** (  ) button
- From the search result place a tick next to the organisation you want to invite to participate in the ISA then click the **Select** button
- You will be prompted to **Confirm** or **Cancel** your selection

Confirmation

Please confirm you wish to add the selected organisation

Confirm Cancel

- To remove an organisation from the 'Organisations' tab. The select the **Delete** (  ) button adjacent to the organisation name

## 6.4 ISA 'Non-Registered Organisations' Tab

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


ISA - Registry > Create New

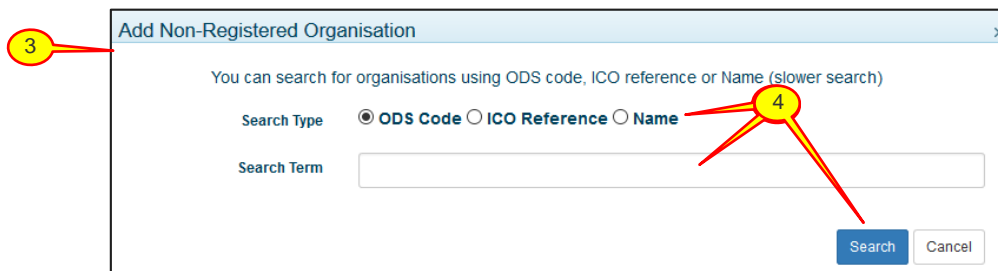
Details Contacts Organisations **Non-Registered Organisations** DPIA DPCs

**Non Registered Organisations**

Create Date	Organisation	Source	Reference
-------------	--------------	--------	-----------

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

- To add a third party organisation or an organisation that hasn't yet registered onto the Data Controller Console, select the **Add New Record** (  ) button




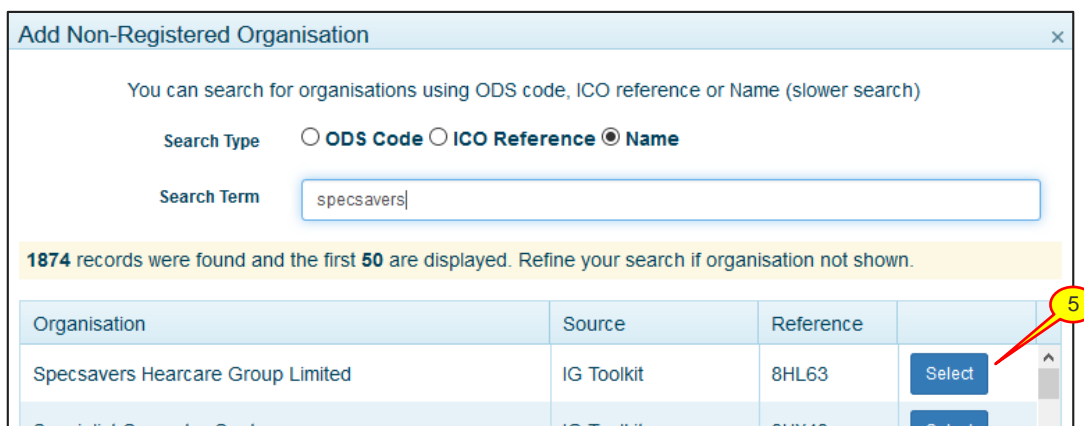
**Add Non-Registered Organisation**

You can search for organisations using ODS code, ICO reference or Name (slower search)

Search Type ☒ ODS Code ☐ ICO Reference ☐ Name

Search Term

- 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
- Select a **search type** option and enter the **search term** followed by the Search (  ) button



**Add Non-Registered Organisation**

You can search for organisations using ODS code, ICO reference or Name (slower search)


Search Type ☐ ODS Code ☐ ICO Reference ☒ Name

Search Term

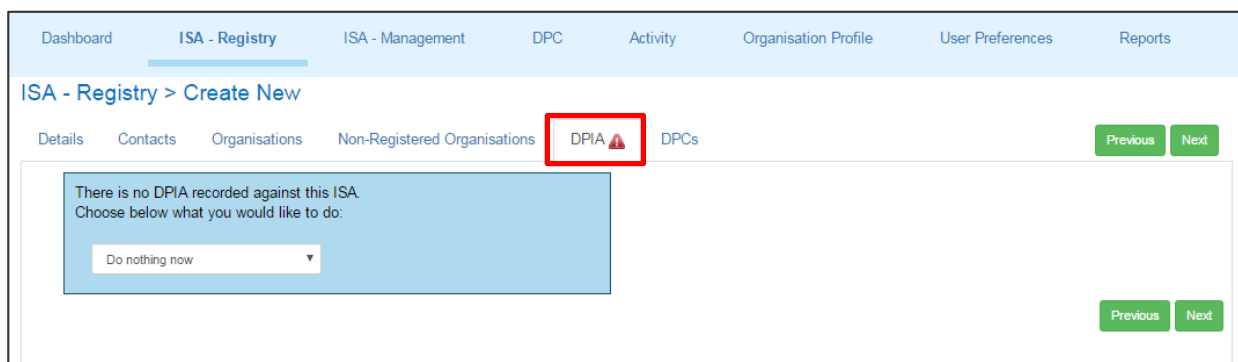
1874 records were found and the first 50 are displayed. Refine your search if organisation not shown.

Organisation	Source	Reference	
Specsavers Hearcare Group Limited	IG Toolkit	8HL63	<input type="button" value="Select"/>
Specialist Computer Centres	IG Toolkit	8HX10	<input type="button" value="Select"/>

**Note:** The displayed search results are extracted from the IG Toolkit which is currently updated to the DCC annually. For more information contact the DCC support team.

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

## 6.5 ISA 'DPIA' Tab



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

ISA - Registry > Create New

Details Contacts Organisations Non-Registered Organisations **DPIA** DPCs

There is no DPIA recorded against this ISA. Choose below what you would like to do:

Previous Next

See **section '9 - Data Protection Impact Assessment (DPIA)'** to complete a mandatory DPIA checklist.



## 6.6 ISA ‘DPCs’ Tab

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

ISA - Registry > Create New

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


Data Processing Controls

**+ Add DPC**

Create Date	DPC Title	Organisation	Type	From Date	To Date
-------------	-----------	--------------	------	-----------	---------

Previous Next

Save and stay Save and return Cancel

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


Select DPC

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

Name  Type

3 4

Search Cancel

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


Select DPC


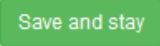
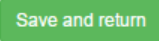
Please specify the name of the DPC to search or leave blank to show all DPCs.

Name  Type Data Processing Contract

Title	Type	From Date	To Date	
GP Practice 1 - DPC	Data Processing Contract	01-Oct-2017	12-Oct-2017	
NHS E - DPC	Data Processing Contract	06-Oct-2017	08-Oct-2017	<a href="#">Select</a>
Hospital 1 - Data Processing Contract	Data Processing Contract	01-Oct-2017	12-Oct-2017	<a href="#">Select</a>
Jana DPC	Data Processing Contract	10-Oct-2017	31-Oct-2017	<a href="#">Select</a>
DPC Test 2 Jana	Data Processing Contract	12-Oct-2017	No end date	<a href="#">Select</a>
Test 3 DPC	Data Processing Contract	12-Oct-2017	No end date	<a href="#">Select</a>
muhituls DPC	Data Processing Contract	02-Oct-2017	27-Oct-2017	<a href="#">Select</a>

[Search](#) [Cancel](#)

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

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

## 7. Maintain an ISA

### 7.1 Update an Information Sharing Agreement (ISA)

As a host organisation (an organisation creating the ISA), you have the ability to amend the information within it as well as invite other organisations to participate. The participants of an ISA do not have this ability to amend a host's ISA. They must request amendments or invitation from the host organisation.

ISA - Registry

Agreement Title / Reference Any Status Any DPC Any DPIA Choose Services Apply Filter Clear Filter

+ Create New

Click on the icon to see related organisations

Export to Excel

Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
DPIA LA 23 Nov	01-Nov-2017	22-Nov-2018	Completed Digitally	0	5	0	1	1	0	0
DPIA Nov 09 data 2	09-Nov-2017	No end date	Completed by Upload	0	0	0	0	0	0	0
DPIA Nov 09 data 3	09-Nov-2017	No end date	Not Required - Checklist	0	0	0	0	3	0	0
DPIA Nov 09 data 4	09-Nov-2017	08-Nov-2018	Checklist Required	1	1	0	1	1	0	0
DPIA Nov 09 Data1	09-Nov-2017	No end date	Not Required - Historic	0	0	0	0	0	0	0

1. Click on 'ISA – Registry' tab. ISA - Registry screen is displayed listing all ISAs the organisation is invited to
2. Search for the ISA by using the search facilities provided and select the required ISA by clicking on the title of the ISA

ISA - Registry > Edit Details

Details Contacts Organisations Non-Registered Organisations DPIA DPCs Previous Next

Reference SEL/NOODS/102261

Title External ISA

Description This is an External ISA

Services

Created 07-Aug-2017 12:42

Valid From 07/08/2017 To 30/09/2017 No Expiry

3. Under the 'Details' tab, amend as required.

## 7.2 Update ISA Contact Details – Add a New Hosted Contact

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

ISA - Registry > Edit Details

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

**Hosted contacts**

+ Add new record + Add from Organisation Contacts

Name	Role	Agreement Role	Email	Notify	
Muhitul Haque	Caldicott Guardian	Owner	muhitul.haque@nhs.net	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

**Other parties involved**

+ Add new record

Name Type

Previous Next

Save and stay Save and return Cancel

1. Click on the 'Contacts' tab or at the bottom-right of the screen or select the **Next** ( [Next](#) ) button from the 'Details' tab. The Contacts screen is displayed
2. Under 'Hosted contacts' to add a new contact, click the **Add new record** ( [+ Add new record](#) ) button. A screen is displayed with contact fields

Edit

First Name

Last Name

Role Please Select...

Agreement Role Please Select...

Email

Phone

Mobile

Notify for Updates ☐

Update Cancel

3. Populate all of the mandatory fields with the new contact details
4. Click the **Update** ( [✓ Update](#) ) button at the bottom right of the screen. The Contact screen closes and the contact details are added to the ISA
5. Select either of the **Save and stay** ( [Save and stay](#) ) or the **Save and return** ( [Save and return](#) ) buttons to commit the changes

**Notification**

**Description of modification**

Muhitul Haque (muhitul.haque@nhs.net) - contact has been added

Main 1 Readonly (mainreadonly1@demo.com) - contact has been updated

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

Do existing participants need to reaccept the terms?

6

6. A 'Notification' window is then displayed asking if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify the existing users

### 7.3 Update ISA Contact Details – Add an Existing Hosted Contact

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

ISA - Registry > Edit Details

Details **Contacts** Organisations Non-Registered Organisations ⚠️ DPIA DPCs

**Hosted contacts**

Name	Role	Agreement Role	Email	Notify	
Muhitul Haque	Caldicott Guardian	Owner	muhitul.haque@nhs.net	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Other parties involved**

Name	Type
------	------

7

1

1. Under 'Hosted contacts' to add a contact from existing organisation contacts, click the **Add from Organisation Contacts** (  ) button
2. A dialog box is displayed with a drop-down list of organisation contacts

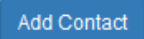
**Add Organisation Contact**

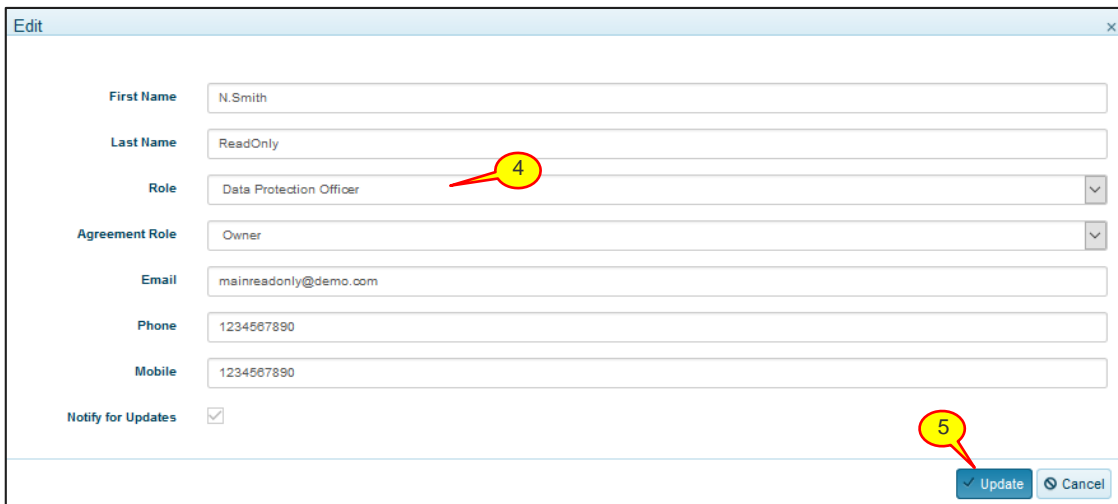
Select an existing organisation contact


Select contact

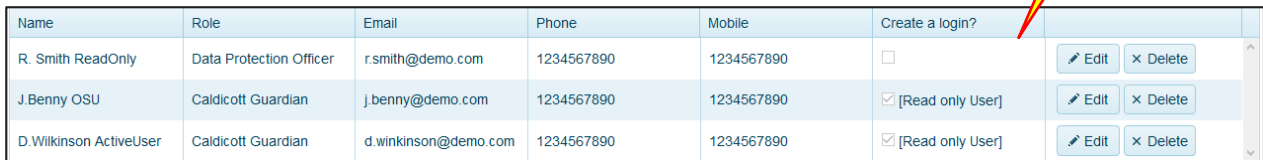
2




3

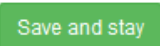
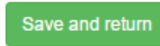
3. Select a contact from the drop-down list and select the **Add Contact** (  ) button



4. Amend the contact details accordingly, specify the 'Role' within their organisation and the 'Agreement Role' in the ISA
5. Click the **Update** (  ) button at the bottom right of the screen
6. Contact's screen closes and contact details are added to the ISA



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

7. Select either of the **Save and stay** (  ) or the **Save and return** (  ) buttons to commit the changes
8. A 'Notification' window is displayed asking if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify the existing users

**Notification**

**Description of modification**

Muhitul Haque (muhitul.haque@nhs.net) - contact has been added

Main 1 Readonly (mainreadonly1@demo.com) - contact has been updated

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

Do existing participants need to reaccept the terms? No

Cancel Confirm

8

## 7.4 Update ISA Contact Details – Amend a Hosted Contact

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

ISA - Registry > Edit Details

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

**Hosted contacts**

+ Add new record + Add from Organisation Contacts

Name	Role	Agreement Role	Email	Notify	
Muhitul Haque	Caldicott Guardian	Owner	muhitul.haque@nhs.net	<input checked="" type="checkbox"/>	<span>Edit</span> <span>Delete</span>

Other parties involved

1

1. You can amend 'Hosted contacts' from an existing list by clicking the **Edit** (Edit) button adjacent to the contact name. A screen is displayed with contact fields and the contact details populated

**Edit**

First Name

Last Name

Role

Agreement Role

Email


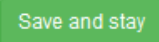
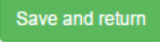
Phone

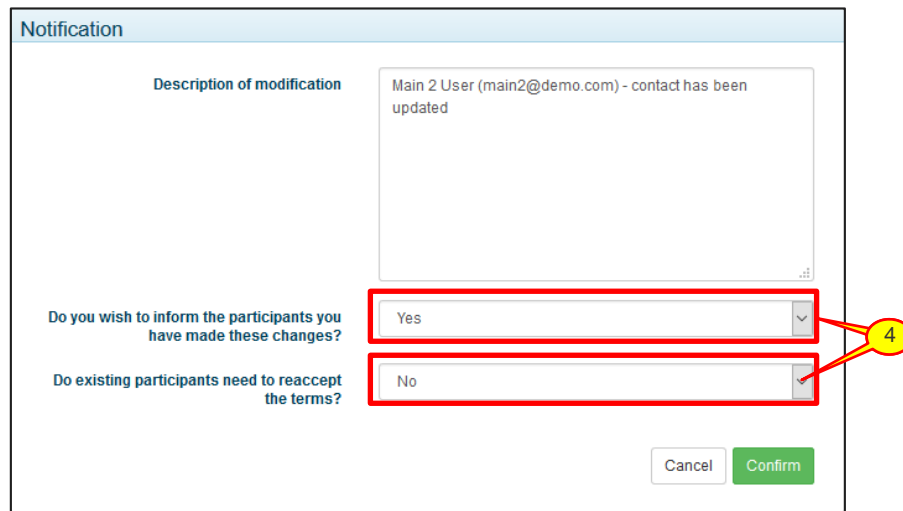
Mobile

Notify for Updates ☒

Update Cancel

2

2. Edit the fields as required and then select the **Update** (  ) button at the bottom right of the screen
3. Select either of the **Save and stay** (  ) or the **Save and return** (  ) buttons to commit the changes
4. A 'Notification' window is displayed asking if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify all the existing users



**Notification**

**Description of modification**

Main 2 User (main2@demo.com) - contact has been updated

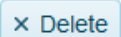
Do you wish to inform the participants you have made these changes? Yes

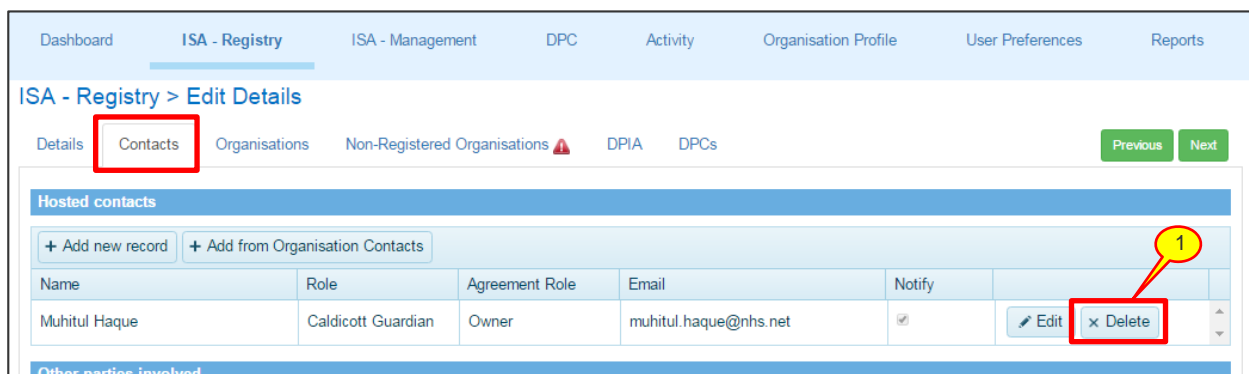
Do existing participants need to reaccept the terms? No

Cancel Confirm

Annotation 4 points to the 'No' option in the second dropdown menu.

## 7.5 Update ISA Contact Details – Delete a Hosted Contact

1. If you would like to delete a contact on an existing list, go to 'Hosted contacts' then click the **Delete** (  ) button adjacent to the contact name



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



ISA - Registry > Edit Details

Details | **Contacts** | Organisations | Non-Registered Organisations | DPIA | DPCs

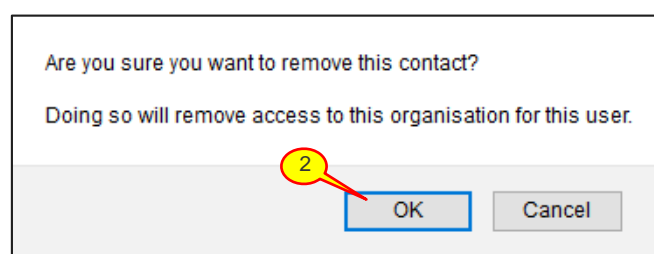
Previous Next

**Hosted contacts**

+ Add new record + Add from Organisation Contacts

Name	Role	Agreement Role	Email	Notify	
Muhitul Haque	Caldicott Guardian	Owner	muhtul.haque@nhs.net	<input checked="" type="checkbox"/>	 

Annotation 1 points to the 'Delete' button in the table row.



Are you sure you want to remove this contact?

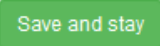
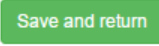
Doing so will remove access to this organisation for this user.

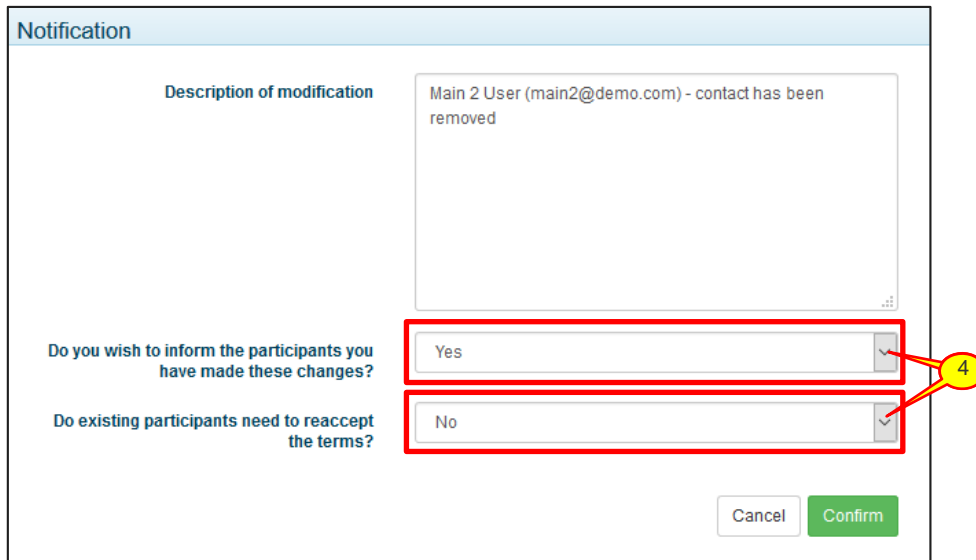
OK Cancel

Annotation 2 points to the 'OK' button.

2. Select **OK** to remove the contact. The dialog window closes and the contact details are removed from the ISA



3. Select either of the **Save and stay** (  ) or the **Save and return** (  ) buttons to commit the changes
4. A 'Notification' window is displayed prompting if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify all the existing users



The screenshot shows a 'Notification' dialog box. It has a title bar 'Notification'. Inside, there's a section 'Description of modification' with the text 'Main 2 User (main2@demo.com) - contact has been removed'. Below this, there are two questions with dropdown menus:

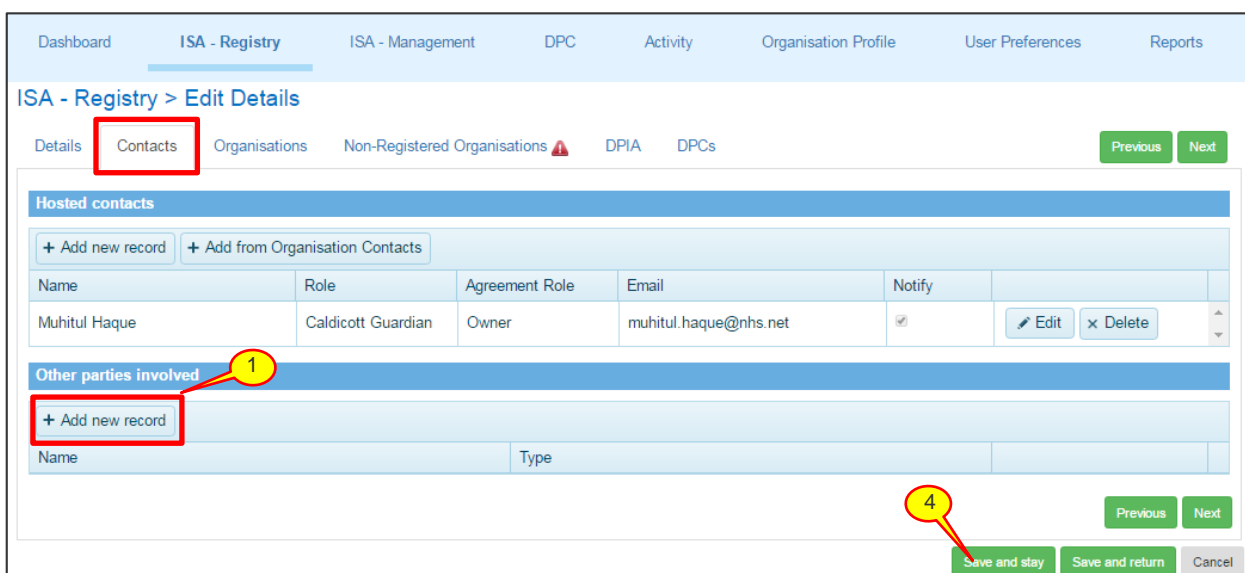
- Do you wish to inform the participants you have made these changes? (Dropdown menu with 'Yes' selected, highlighted with a red box and a yellow callout '4')
- Do existing participants need to reaccept the terms? (Dropdown menu with 'No' selected, highlighted with a red box and a yellow callout '4')

At the bottom right, there are 'Cancel' and 'Confirm' buttons.

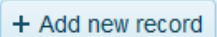
**Note:** You must have at least one contact associated with the ISA. If you delete the only remaining contact, you will be notified of this.

- At least 1 contact must be specified.

## 7.6 Update ISA Contact Details – Add Other Parties Involved in ISA Contacts



The screenshot shows the 'ISA - Registry > Edit Details' page. The 'Contacts' tab is selected and highlighted with a red box. Below the tabs, there's a section 'Hosted contacts' with a table containing one record for 'Muhitul Haque'. Below this, there's a section 'Other parties involved' with a red box around the '+ Add new record' button (labeled with a yellow callout '1'). At the bottom right, there are 'Previous', 'Next', 'Save and stay', 'Save and return', and 'Cancel' buttons. A yellow callout '4' points to the 'Save and stay' button.


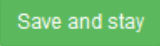
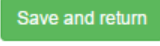
1. Under 'Other parties involved' section, to add a new contact, click the **Add new record** (  ) button

**Edit**

Name: Joe Blogg

Type: Data Processor

Update Cancel

2. A window is displayed with name and type fields. Populate the fields with the other party details
3. Click the **Update** (  ) button at the bottom right of the dialog box. The contact details are added to the ISA
4. Select either of the **Save and stay** (  ) or the **Save and return** (  ) buttons to commit the changes
5. A 'Notification' window is displayed asking if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify all the existing users

**Notification**

Description of modification: Joe Blogg - other party has been added

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

Do existing participants need to reaccept the terms? No


Cancel Confirm

## 7.7 Update ISA Contact Details – Amend Other Parties Involved in ISA Contacts

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



ISA - Registry > Edit Details

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

1. To amend a listed party, go to 'Other parties involved', click the **Edit** (  ) button adjacent to the contact name. A screen is displayed with name and type fields and details populated

**Other parties involved**

+ Add new record

Name	Type	
Joe Bloggs	Data Processor	 Edit  Delete

2. Amend the fields as desired

**Edit**

Name: Joe Bloggs

Type: Data Processor

- Click the **Update** (  ) button at the bottom right of the screen. The amended contact details are added to the ISA
- Select either of the **Save and stay** (  ) or the **Save and return** (  ) buttons to commit the changes
- A 'Notification' window is displayed asking if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify all the existing users

**Notification**

Description of modification: Joe Bloggs - other party has been updated

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

Do existing participants need to reaccept the terms? No

- Click the **Confirm** (  ) button

## 7.8 Update ISA Contact Details – Delete Other Parties Involved in ISA Contacts

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

ISA - Registry > Edit Details

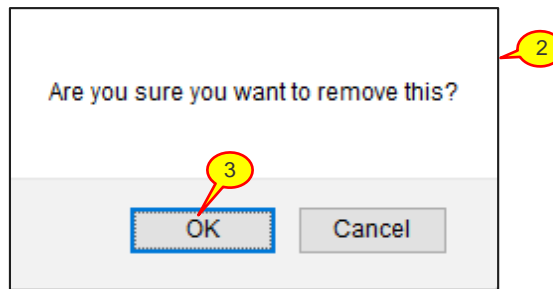
Details **Contacts** Organisations Non-Registered Organisations ⚠️ DPIA DPCs

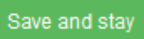
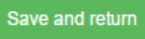
- To delete a listed party, go to 'Other parties involved', click the **Delete** (  ) button adjacent to the name.

**Other parties involved**

Name	Type	
Joe Bloggs	Data Processor	<input checked="" type="button" value="Delete"/>

- A dialog window is displayed with the message 'Are you sure you want to remove this?'



3. Click '**OK**' to remove the record. The dialog window closes and the record is removed from the ISA
4. Select either of the **Save and stay** (  ) or the **Save and return** (  ) buttons to commit the changes
5. A 'Notification' window is displayed asking if you would like to inform the existing participants that a new user has been added. Select the appropriate option from the drop-down boxes if you want to notify all the existing users.

A "Notification" window with a light blue header. It contains a text area for "Description of modification" with the text "Muhitul Haque - other party has been removed". Below this are two questions with corresponding drop-down menus. The first question is "Do you wish to inform the participants you have made these changes?" with a drop-down menu showing "No". The second question is "Do existing participants need to reaccept the terms?" with a drop-down menu showing "Please Select...". Both drop-down menus are highlighted with red rectangles. A yellow callout bubble with the number "5" points to the first drop-down menu. Another yellow callout bubble with the number "6" points to the "Confirm" button at the bottom right. There are also "Cancel" and "Confirm" buttons at the bottom right.

6. Click the **Confirm** (  ) button

## 7.9 Add / Remove a Participating Organisation to / from an ISA

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

ISA - Registry > Edit Details

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

Select the registered organisations you would like to be involved in this ISA.  
If the organisation is not available, you may search for them in the [Non-Registered Organisations] tab and directly associate them to this ISA.

**Participating Organisations**

+ Select organisations

Create Date	Organisation	Status	
07-Aug-2017	TEST OSU ORG2	Pending	x Delete
08-Aug-2017	TEST OSU ORG3	Pending	x Delete
13-Aug-2017	#delete-meg test1	Active	x Delete

Previous Next

Save and stay Save and return Cancel

1. Click on the 'Organisations' tab or at the bottom-right of the screen or select the **Next** ( **Next** ) button from the 'Contacts' tab. The participating 'Organisation' screen is displayed
2. To invite an organisation onto the ISA, click the **Select organisations** ( **+ Select organisations** ) button

Select Organisations

Please select your search criteria and press the [Search] button.

Name  ODS

Region  Type

Service  Borough

Search Cancel

3. The 'Select Organisations' pop-up dialog box is displayed
4. You can search for an organisation any combination of these categories:
  - 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, click the **Search** ( **Search** ) button

Select Organisations

Please select your search criteria and press the [Search] button.

Name: Any Region, North Central London, **North East London**, North West London, South East London, South West London

Region: **North East London**

Service:

ODS:

Type: Any Type

Borough:

Organisation	Type	Region	
test for nro purpose	Other	North East London	<input type="checkbox"/>
0504_IE10	Other	North East London	<input type="checkbox"/>
1204 org	Other	North East London	<input type="checkbox"/>
LONDON AMBULANCE SERVICE NHS TRUST	Other	North East London	<input type="checkbox"/>
Test to reject	Other	North East London	<input type="checkbox"/>
MM New Use Chrome	Ambulance Trust	North East London	<input type="checkbox"/>

Select Search Cancel

6. From the search result place a tick next to the organisation you want to invite onto the ISA then click the **Select** (  ) button

7. You will be prompted to **Confirm** or **Cancel** your selection

Confirmation

Please confirm you wish to add the selected organisation

8. To remove an organisation from the 'Organisations' tab, select the **Delete** (  ) button adjacent to the organisation name

## 7.10 Add a 'Non-Registered Organisation' onto an ISA

A Non-Registered Organisation can be an organisation not yet registered in the DCC or a third party entity that are not part of the NHS or Social Care and therefore not eligible to register in the DCC, however, they are a part of an Information Sharing Agreement (ISA).

Currently non-registered organisations can only be added from an existing list of organisations that have been assessed against Information Governance policies and standards and exist in the IG Toolkit.

ISA - Registry > Edit Details

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

**Non Registered Organisations**

+ Add new record

Create Date	Organisation	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 or select the **Next** ( **Next** ) button from the 'Organisations' tab. The 'Non-Registered Organisations' screen is displayed
2. 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-Registered Organisation**

You can search for organisations using ODS code, ICO reference or Name (slower search)

Search Type ☒ ODS Code ☐ ICO Reference ☐ Name

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's name
4. Select a **search type** option and enter the **search term** followed by the Search ( **Search** ) button

**Add Non-Registered Organisation**

You can search for organisations using ODS code, ICO reference or Name (slower search)


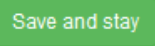
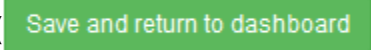
Search Type ☐ ODS Code ☐ ICO Reference ☒ Name

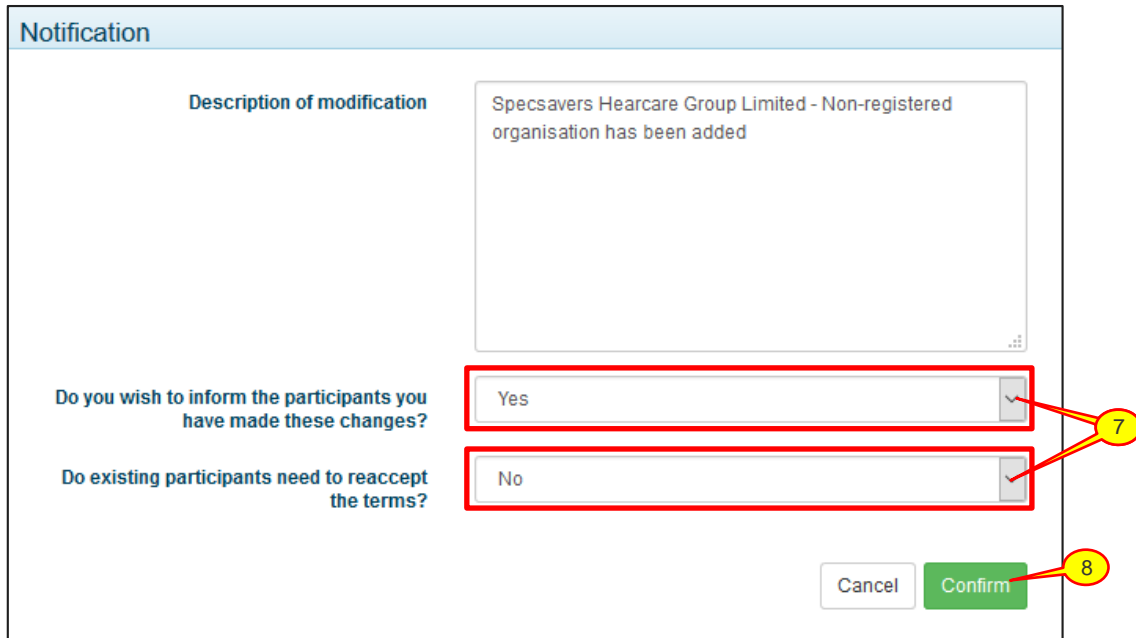
Search Term

1874 records were found and the first 50 are displayed. Refine your search if organisation not shown.

Organisation	Source	Reference	
Specsavers Hearcare Group Limited	IG Toolkit	8HL63	Select
Specialist Computer Centres	IG Toolkit	8HX40	Select

**Note:** The search results are extracted from the IG Toolkit. The IG toolkit is updated to the DCC yearly, therefore, it may not hold the most up-to-date records.

- Once the search result generates the desired list, click the **Select** (  ) button to add the Non-Registered Organisation to the ISA
- Click the **Save and stay** (  ) or the **Save and return to dashboard** (  ) button to commit the changes you've made
- A 'Notification' dialog window is displayed with information of the changes made and prompts whether you wish to inform the participants about the changes made




**Notification**


**Description of modification**


Specsavers Hearcare Group Limited - Non-registered organisation has been added

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


Yes 

Do existing participants need to reaccept the terms?

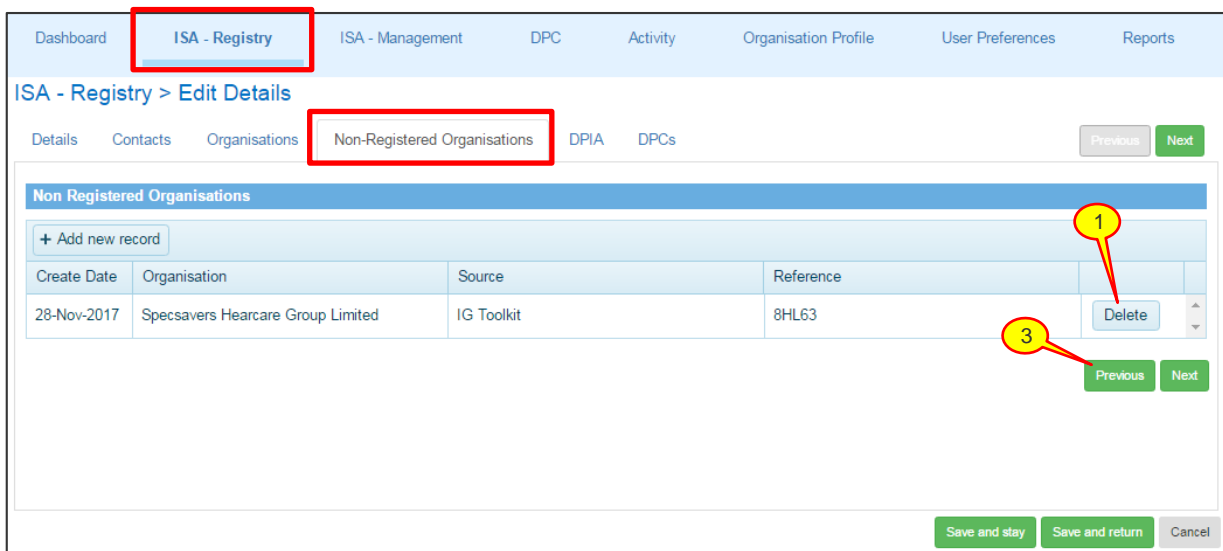
No 

Cancel 

7 8

- Once you have clicked the **Confirm** (  ) button, the 'Notification' dialog screen closes and the 'ISA - Registry' screen is displayed

## 7.11 Delete a 'Non-Registered Organisation' from an ISA




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

ISA - Registry > Edit Details

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

**Non Registered Organisations**


+ Add new record

Create Date	Organisation	Source	Reference	
28-Nov-2017	Specsavers Hearcare Group Limited	IG Toolkit	8HL63	

Previous Next

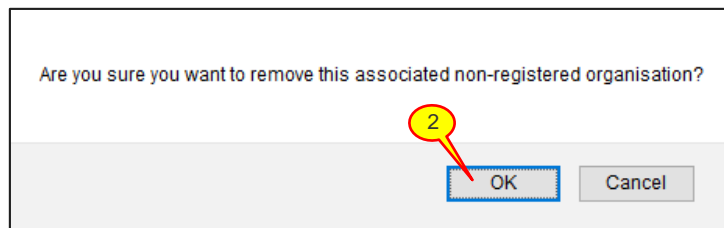
Save and stay Save and return Cancel

1 3

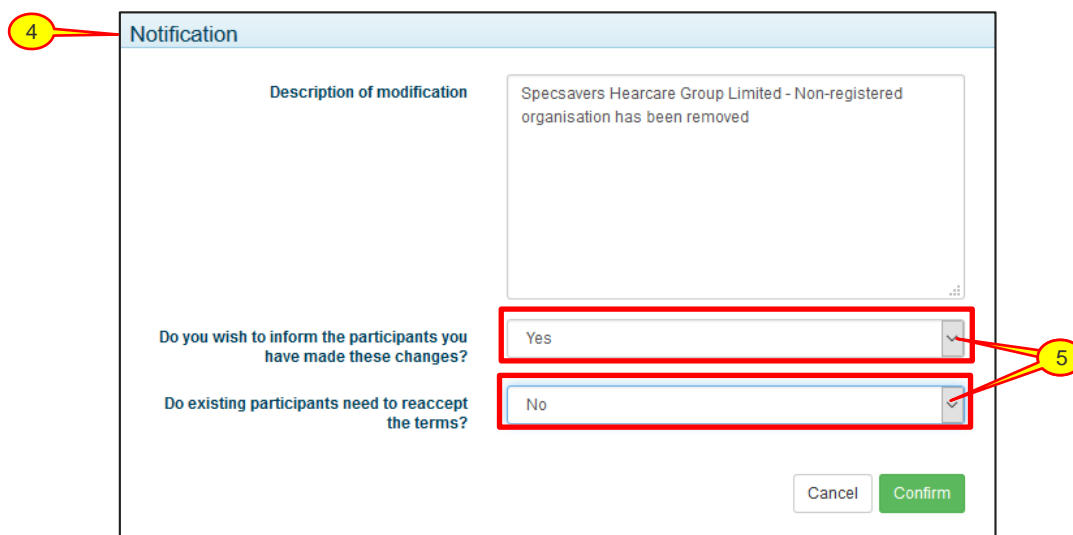
- Select the 'Non-Registered Organisations' tab then select the **Delete** (  ) button



2. You will be prompted with the confirmation dialog box below, Click '**OK**'



3. Click the **Save and stay** ( **Save and stay** ) or the **Save and return to dashboard** ( **Save and return to dashboard** ) button to commit the changes you've made
4. A 'Notification' dialog window is displayed with information of the changes made and prompts whether you wish to inform the participants about the changes made



5. Click the **Confirm** ( **Confirm** ) button. The 'Notification' dialog closes and the 'ISA - Registry' screen is displayed

## 7.12 Record a DPIA against an ISA

See **section 9 - Data Protection Impact Assessment (DPIA)** on page 61, Data Protection Impact Assessment (DPIA) to complete the mandatory DPIA checklist. When you complete a DPIA it is permanently recorded within the DCC. Although you can amend the answers to the questions and re-save them, you cannot delete or amend how you provided the DPIA details (i.e. digitally or via uploading a DPIA document).

## 7.13 Add a DPC to your organisations ISA

Please see **section 13.1 - Add a DPC to your organisations ISA (Add as a host of an ISA)** on page 81 for more information on how to add a DPC to your organisations ISA.

## 7.14 Remove a DPC from your organisations ISA

Please see **section 13.4 - Remove your organisations DPC from your organisations ISA** on page 86 for more information on how to remove a DPC from your organisations ISA.

## 7.15 Terminate an Information Sharing Agreement (ISA)

Title	Organisation	Region	From Date	To Date	Active	Pending	Incoming	Associated	DPC Host	DPC Part Pending	DPC Part Active
Cross Borders ISA	TEST_ORG_23/08/2017	NCL	24-Jul-2017	No end date	0	0	0	0	0	0	0

1. Click on 'ISA – Registry' from the navigation bar. The ISA - Registry screen is displayed listing all the organisation's ISAs
2. Navigate to the ISA you want terminate by clicking on the ISA title. The 'ISA - Registry > Edit details' screen is displayed with the Details tab screen in focus

**Data Controller Console**  
Beta 1.205 [UAT]

Muhtul Haque@DCC  
[Regional User]

NHS  
London Region

Dashboard **ISA - Registry** DPC Organisations User Preferences Reports

ISA - Registry > Edit Details

Details | Contacts | Organisations | Non-Registered Organisations | DPCs

Reference: NCL/NOODS/102286

Title: Cross Borders ISA

Description: An ISA to facilitate the Cross borders STP Integrated Digital Clinical Record (IDCR). To be signed by all GP practices, acute settings, community care settings within the Cross Borders STP area.

Created: 24-Aug-2017 09:10

Valid From: 24/07/2017

To: 20/10/2017

No Expiry Date: ☐

Expiry Notification Date: 20/10/2017

Review Date: 24/08/2018

Version: 3

Auto Increment: ☒

3. On the Details tab, change the valid 'To' field (that is adjacent to the 'Valid From' field), to the date that you want to terminate the ISA
4. Update the 'Expiry Notification Date' accordingly so that it's before or the same date as the expiry date

**Note:** You cannot save record if the notification date is after the 'Valid To' date. Ensure to correct this.

- Expiry Notification Date must be between the Valid From and Valid To dates.

5. Click the **Save and stay** ( **Save and stay** ) or the **Save and return to dashboard** ( **Save and return to dashboard** ) button to commit the changes you've made
6. A 'Notification' pop-up dialog box is displayed detailing the changes made and prompting you if you wish to inform the existing participants about the changes made to the ISA

**Notification**

**Description of modification**

ExpiryNotificationDate has changed from [21/01/2018 00:00:00] to [05/02/2018 00:00:00]

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

Do existing participants need to reaccept the terms?

6

## 8. Manage Participation in an ISA

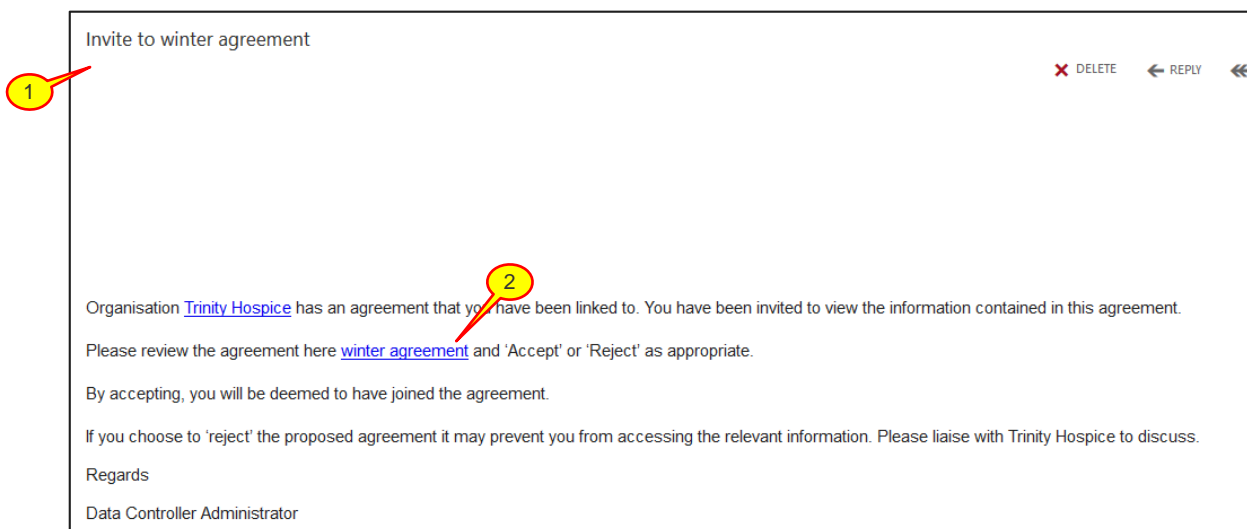
A host organisation can invite an existing organisation within the DCC to participate in its Information Sharing Agreement (ISA). The Organisation Super User or Active User for one organisation can initiate this invitation when creating a new ISA or by updating an existing one to include a given organisation.

When this process of creating or updating the ISA is completed, an email will be generated from the DCC system ([no-reply@datacontroller.london](mailto:no-reply@datacontroller.london)) and sent out to the email address of the invited organisation's contact. The contact will then be able to click the link in the email, login to the DCC and accept or reject the invitation to participate in the ISA.

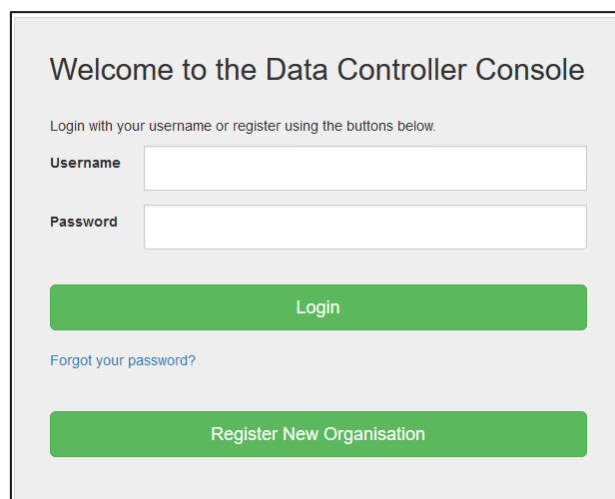
The steps below shows the options available for the organisation contact when an invitation to participate in an ISA is initiated.

### 8.1 Accept an Invitation Sent by Another Organisation to Join an ISA

1. An email is received with the title 'Invite to [ISA title] agreement' with a message '....Please review the agreement here [ISA title] agreement and 'Accept' or 'Reject' as appropriate.....'



2. Click the link in the email '[title] agreement' to access the ISA details. The link launches and
  - a) If not logged in, the login page is displayed



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

b) If logged in, the ISA agreement you have been invited to is displayed with a dialog at the top to **Accept**, **Reject** or request further information and place the invite **Under consideration**

**Note:** The ISA that you are invited to is in read-only mode and its details cannot be edited by you as participant of that ISA.

3. Review the ISA details by clicking on the tabs in turn. Then select the **Accept** radio button



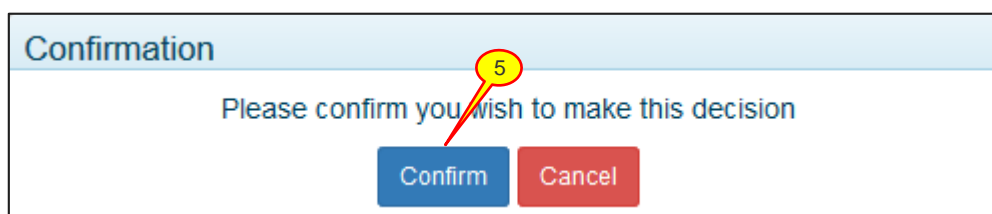
ISA - Registry > Details (Read Only)

Your organisation has been invited to participate in this ISA, please make your decision below.

☐ Accept ☐ Reject ☐ Under Consideration

Make Decision

4. Click the **Make Decision** (  ) button. A dialog window titled 'Confirmation' is displayed with a message 'Please confirm you wish to make this decision'

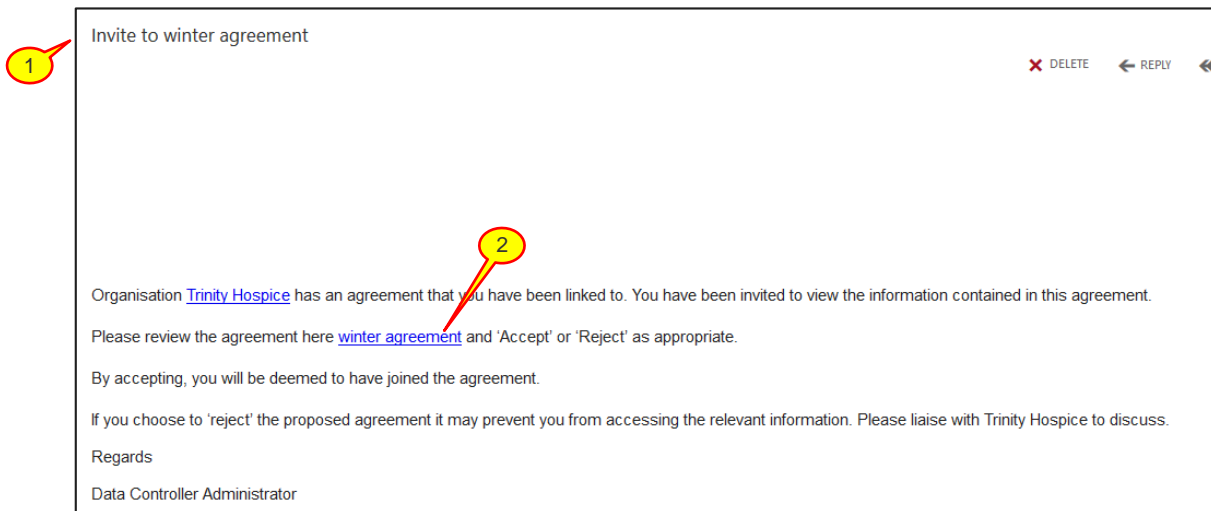


Confirmation

Please confirm you wish to make this decision

5. Click the **Confirm** (  ) button

## 8.2 Reject an Invitation Sent by Another Organisation to Join an ISA



1. An email is received with the title 'Invite to [ISA title] agreement' with a message '....Please review the agreement here [ISA title] and 'Accept' or 'Reject' as appropriate.....'
2. Click the link in the email '[ISA title] agreement' to access the ISA details. The link launches and
  - a) If not logged in, the login page is displayed

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

- b) If logged in, the ISA agreement you have been invited to is displayed with a dialog at the top to **Accept**, **Reject** or request further information and place the invite **Under consideration**

ISA - Registry > Details (Read Only)

Your organisation has been invited to participate in this ISA, please make your decision below.

☐ Accept ☒ **Reject** ☐ Under Consideration

Make Decision

**Note:** The ISA that you are invited to is in read-only mode and its details cannot be edited by you as a participant of that ISA

3. Review the ISA details by clicking on each of the tabs in turn. Then click the 'Reject' radio button. The 'Reject' radio button is selected and a field comes into focus below it with a message 'Please give the reason you wish to reject your participation in this ISA'

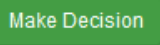
ISA - Registry > Details (Read Only)

Your organisation has been invited to participate in this ISA, please make your decision below.

☐ Accept ☒ **Reject** ☐ Under Consideration

Please give the reason you wish to reject your participation in this ISA.

Make Decision

4. In the field, enter the reason for rejecting the invitation to join the ISA
5. Click the **Make Decision** (  ) button. A dialog window titled 'Confirmation' is displayed with a message 'please confirm you wish to make this decision'

Confirmation

Please confirm you wish to make this decision

Confirm Cancel

6. Click the **Confirm** (  ) button

### 8.3 Cancel Participation in an ISA

ISA - Management

My ISA - Management

Agreement Title Organisation Name Any Status Any DPC Status Any DPIA Status Choose Services Apply Filter Clear Filter

Create Date	Title	Organisation	From Date	To Date	Status	DPIA	DPC Count	My Org DPC	Message	
08-Aug-2017	GP Practice 1 ISA	TEST OSU ORG2	31-Jul-2017	No end date	Cancelled	Checklist Required	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	Cancelled	Checklist Required	2	1		View
05-Sep-2017	Test ISA created at: 05/09/2017 16:25:03 Chrome	Homerton NHS Trust	05-Sep-2017	05-Sep-2018	Under Consideration	Checklist Required	0	0		View

1. From the navigation bar at the top, select the 'ISA - Management' tab. The 'ISA-Management' screen is displayed with the 'My ISA - Management' tab.
2. Use the search facility under the ISA Management to search for the ISA for which you want to cancel participation. Search results are displayed and the required ISAs are listed
3. Click on the 'ISA Title' or the **View** ( [View](#) ) button adjacent to the ISA title

**Caution:** If you select the organisation name, you will instead be taken to the profile of the organisation that created the ISA

ISA - Registry > Details (Read Only View)

Your organisation is currently active on this ISA. If you wish to cancel this, please press [Cancel ISA] below.

Please give the reason you wish to cancel your participation in this ISA.

Cancel ISA

4. Enter a reason for cancelling the ISA in the box provided, above the ISA tabs
5. Click the **Cancel ISA** ( [Cancel ISA](#) ) button

Confirmation

Please confirm you wish to make this decision

Confirm Cancel

6. A dialog window titled 'Confirmation' is displayed with a message 'please confirm you wish to make this decision'
7. Click the **Confirm** ( [Confirm](#) ) button



8. A message is displayed 'Your organisation has previously cancelled their involvement in this ISA. The reason given was: [*Reason typed into field*] you can request access again if required'

## 8.4 Request Access to Other Available Information Sharing Agreements

You can request access to an ISA if it's been made available by the host Organisation. Once the host organisation has accepted your request to participate, you will have read only access to the ISA.

The screenshot shows the 'ISA - Management' tab selected in the top navigation bar. Below it, the 'Available Data Sharing' sub-tab is active. A search bar contains fields for 'Agreement Title', 'Organisation Name', 'Keyword (search des)', 'Any Organisation', and 'Any Region', followed by 'Choose Services', 'Apply Filter', and 'Clear Filter' buttons. Below the search bar is a table of available ISAs. The table has columns for 'Title', 'Organisation', 'From Date', 'To Date', and a 'View' button. The first row shows '1004 safari isa' from '1004 Safari' with dates '10-Apr-2017' to '10-Apr-2018'. The second row shows 'Atos UAT 24th Oct Data 1' from 'Atos 24th Oct 2017 Org Reg 2' with dates '24-Oct-2017' to 'No end date'. The third row shows 'AutoTest Created ISA at: 12/09/2017 12:07:09 Chrome' from 'Homerton NHS Trust' with dates '12-Sep-2017' to '12-Sep-2018'. A red box highlights the 'View' button for the first row.

Title	Organisation	From Date	To Date	View
1004 safari isa	1004 Safari	10-Apr-2017	10-Apr-2018	View
Atos UAT 24th Oct Data 1	Atos 24th Oct 2017 Org Reg 2	24-Oct-2017	No end date	View
AutoTest Created ISA at: 12/09/2017 12:07:09 Chrome	Homerton NHS Trust	12-Sep-2017	12-Sep-2018	View

1. Click on 'ISA – Management' tab. The 'ISA - Management' screen is displayed with the 'My ISA - Management' tab in focus
2. Click on the 'Available Data Sharing' tab to select it. The ISA 'Available Data Sharing' screen is displayed with a list of the available ISAs from other organisations that have made their agreements available to join
3. You can then use the search functions to filter for agreements by the following; 'Agreement Title', 'Organisation Name', 'Keyword' in the ISA description, and to filter by 'Organisation Type' and 'Region'
4. Type in your selected field and then click **Apply filter** ( **Apply Filter** ) button or press the 'Enter/Return' key on the Keyboard
5. To clear the fields and search again, select the **Clear Filter** ( **Clear Filter** ) button. The Search results are displayed
6. Select the desired ISA from the search results by clicking on the 'Title' or the **View** ( **View** ) button adjacent to the title

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

ISA - Registry > Details (Read Only)

If you wish to request access to this ISA, please complete your reason below and press [Request].

Please give the reason you wish to have access to this ISA.

Request

Details | Contacts | Organisations | Non-Registered Organisations | DPIA | DPCs

Reference: NWL/NOODS/102230

Title: 1004 safari isa

Description: 1004 safari isa

Services:

Created: 10-Apr-2017 12:28

7. Review the ISA by clicking on the tabs in turn. The ISA details in the tabs are viewable in read-only mode

ISA - Registry > Details (Read Only)

If you wish to request access to this ISA, please complete your reason below and press [Request].

Please give the reason you wish to have access to this ISA.

Request

8. To request participation in an ISA agreement, select the **Request** (Request) button at the top of the screen. This will bring up another pop-up dialog box. Enter your reason for requesting access to the ISA

Confirmation

Please confirm you wish to make this decision

Confirm Cancel

9. Click the **Confirm** (Confirm) button. The 'ISA - Registry > Edit Details' screen is refreshed and a message is displayed 'Your organisation has requested access to this ISA and is awaiting a decision'. The organisation contact will receive an email notification when a decision is made

## 9. Data Protection Impact Assessment (DPIA)

### 9.1 What is a DPIA?

Article 35 of the General Data Protection Regulation (GDPR) refers to Data Protection Impact Assessments (DPIAs) as a tool which help organisations identify, assess and mitigate or minimise privacy risks with data processing activities. They're particularly relevant when a new data sharing or processing, system or technology is being introduced.

DPIAs also support the accountability principle, as they help organisations comply with the requirements of the GDPR and demonstrate that appropriate measures have been taken to ensure compliance.

### 9.2 When should a DPIA checklist be completed?

The GDPR mandates a DPIA checklist be completed where data processing “is likely to result in a high risk to the rights and freedoms of natural persons”.

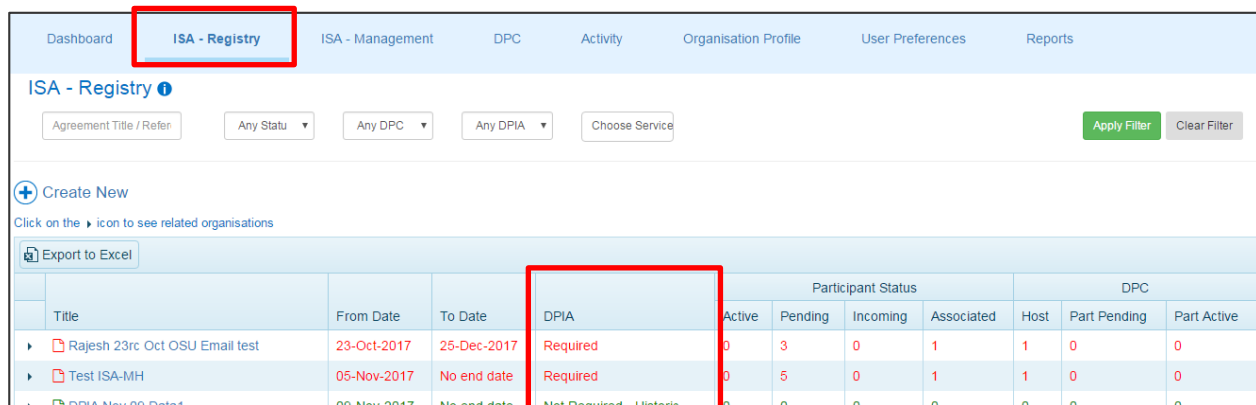
A DPIA checklist should be completed as early as possible within any new project lifecycle, so that its findings and recommendations can be incorporated into the design of the processing operation.

Known as privacy by design, the embedding of data privacy features into the design of projects can have the following benefits:

- Potential problems are identified at an early stage.
- Addressing problems early will often be simpler and less costly.
- Increased awareness of privacy and data protection across the organisation.
- Organisations will be less likely to breach the GDPR.
- Actions are less likely to be privacy intrusive and have a negative impact on individuals.

### 9.3 How do I complete a DPIA checklist?

As a host of an ISA you can see a 'DPIA' column in the 'ISA – Registry' table which indicates the DPIA status for each ISA.



Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
Rajesh 23rc Oct OSU Email test	23-Oct-2017	25-Dec-2017	Required	0	3	0	1	1	0	0
Test ISA-MH	05-Nov-2017	No end date	Required	0	5	0	1	1	0	0
DPIA Nov 09 Data1	09-Nov-2017	No end date	Not Required - Historic	0	0	0	0	0	0	0

When creating a new ISA, the host can choose to carry out the DPIA checklist straight away or complete this at a later date. When attempting to save an ISA that doesn't have a completed DPIA, users will see the following message:

Confirmation

DPIA details are required. You may choose to continue but this ISA will feature in the **DPIA Checklist Required** count in the Summary on the Dashboard.

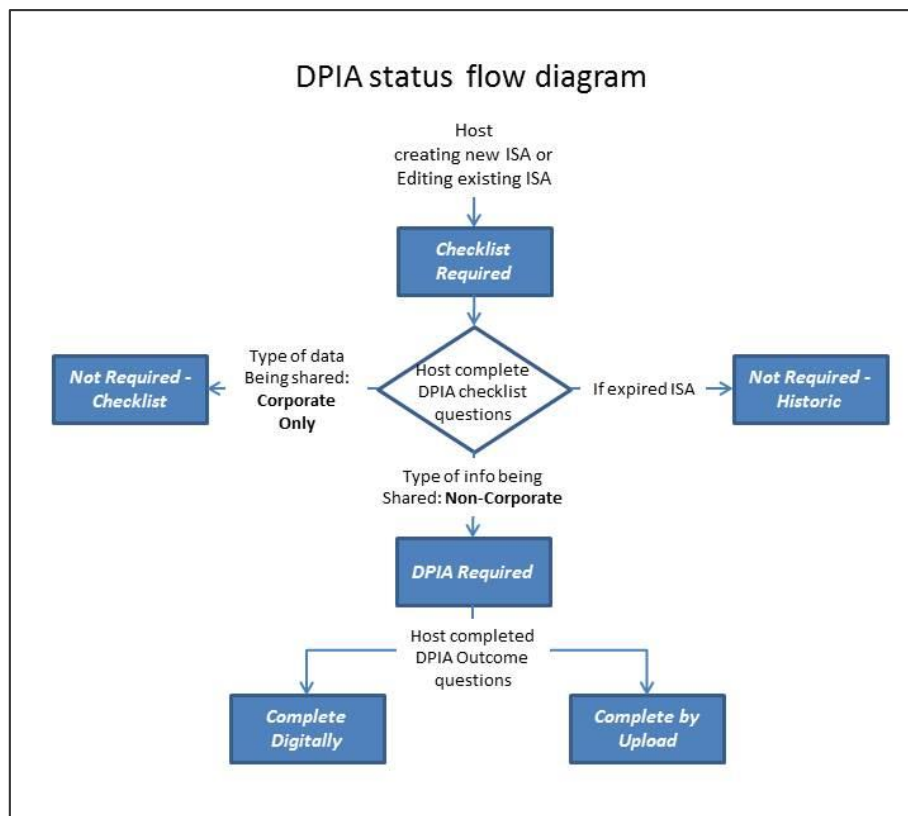
Please confirm you wish to continue to save.

Confirm
Cancel

The ISA will be marked as 'Checklist required'.

The following DPIA statuses exist within the DCC:

DPIA Status	DPIA Stage	Description
<b>Checklist Required</b>	Prior to DPIA checklist	All ISA hosts are required to complete the DPIA checklist in order to save an ISA. Selecting ' <b>Do nothing now</b> ' for the DPIA checklist will mark the ISA as "Checklist Required" for future completion. Leaving the DPIA checklist blank or incomplete will <b>not</b> allow you to save the checklist questions. All 10 questions must be completed and saved to get an checklist outcome.
<b>Not Required - Historic</b>	Prior to DPIA checklist	Selecting the ' <b>Mark DPIA not required as historic ISA</b> ' option indicates that this ISA is no longer active or has expired.
<b>Not Required - Checklist</b>	After DPIA checklist	After the 10 DPIA checklist questions have been completed, the outcome is that a DPIA is not required.
<b>Required</b>	After DPIA checklist <b>or</b> Prior to DPIA outcome	After the 10 DPIA checklist questions, the outcome are that a DPIA is required and you will have the options to complete this Digitally or by uploading a document.  Selecting the ' <b>do nothing now</b> ' for the DPIA outcome will mark the ISA as "Required".
<b>Completed Digitally</b>	DPIA outcome	Selecting the ' <b>Complete Digitally</b> ' option will enable DPIA outcome panel to display the ability to record your DPIA.
<b>Completed by Upload</b>	DPIA outcome	Selecting ' <b>Upload document to library</b> ' option will record that the DPIA is uploaded via the 'ISA Registry – Details' tab and a document of type DPIA is be uploaded in the document library.



The diagram above shows the flow of DPIA status messages and when you will see them.

## 9.4 DPIA Checklist

When creating an ISA, it is a mandatory requirement to answer the DPIA checklist questions to find out if a DPIA is required.

The host has three options here:

- **Do nothing for now** – This will mark the ISA as “Checklist Required”
- **Complete Checklist** – This will display the DPIA checklist questions which need to be answered
- **Mark DPIA not required as historic ISA** – This will mark the ISA as “Not required – Historic”

**Caution:** Please be careful when completing a DPIA. Once a DPIA checklist has been completed or a DPIA has been digitally created / uploaded, it cannot be removed. However, you are able to amend the information that you have previously recorded.

1. Select the 'DPIA' tab from the **ISA – Registry > Create New** screen
2. Select the drop-down field from the DPIA checklist panel to display the DPIA checklist options

3. If you are uploading a historic ISA (ISA that has expired but you are uploading for other purpose), then select the 'Mark DPIA not required as historic ISA' option and move to question **16** below to save the DPIA checklist
4. If this is a current ISA or an ISA that will come into effect soon, then select the 'Complete Checklist' option
5. To come back to the DPIA checklist and complete it at a later date, select the 'Do nothing now' option
6. Complete the DPIA checklist questions that appear in the DPIA checklist panel, as per the table below:

DPIA Checklist questions	Response
1. What type of information are you sharing?	Options: <input type="checkbox"/> Personal Identifiable <input type="checkbox"/> Personal Non-Identifiable <input type="checkbox"/> Business <input type="checkbox"/> Corporate
2. Is it new data?	<input type="radio"/> Yes <input type="radio"/> No

	<input type="radio"/> Unsure
3. What is the purpose?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
4. Does the information sharing introduce new or additional technologies?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
5. Does the information sharing about the individual raise privacy concerns?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
6. Does the information sharing involve you using new technology which might be perceived as being intrusive? For example, the use of data to make a decision about care that's automated?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
7. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
8. Will the project require you to contact individuals in ways which they may find intrusive	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
9. Will 3 or more organisations be involved in sharing the information?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
10. Will the information sharing involve new or significantly changed consolidation, inter-linking, cross referencing or matching of personal data from multiple sources?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure

7. If the outcome of the checklist is that “a DPIA is not required”, then move to question **16** below to save the DPIA checklist information

8. If the outcome of the assessment is that “a DPIA is required”, then move to **section ‘9.5 - DPIA Outcome’** below and indicate how you would like to record a DPIA

## 9.5 DPIA Outcome

The DPIA Outcome panel will only be enabled if it is identified that a DPIA is required from completing the checklist questions (in the previous section).

The host has three options here:

- **Do nothing for now** – This will mark the ISA as DPIA ‘Required’ so that the host can complete it later
- **Complete Digitally** – This will display the DPIA Outcome fields which need to be completed to record the DPIA (See section **9.5.1 - Complete DPIA digitally** below)
- **Upload document to library** – This will mark the ISA as ‘Completed by upload’. (See section **9.5.2 - Complete DPIA via document upload** to upload the DPIA to the document library)

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

ISA - Registry > Create New

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

There is no DPIA recorded against this ISA. Choose below what you would like to do:

Complete Checklist

1. What type of information are you sharing?

☐ Personal Identifiable ☒ Personal Non-Identifiable ☐ Business ☐ Corporate

2. Is it new data? Unsure

**DPIA Checklist Panel**

new or additional technologies?

The outcome of the checklist is that a DPIA should be recorded. How do you wish to record this DPIA?

Complete Digitally  
Do nothing now  
**Complete Digitally**  
Upload document to library

Please provide answers to all questions.

Date assessed or reviewed? dd/mm/yyyy

**DPIA Outcome Panel**

Do you have a defined subject access Please Select...

9. Select the drop-down field from the DPIA Outcome panel to display how you would like to record the DPIA

### 9.5.1. Complete DPIA digitally

The outcome of the checklist is that a DPIA should be recorded. How do you wish to record this DPIA?

Do nothing now  
Do nothing now  
**Complete Digitally**  
Upload document to library

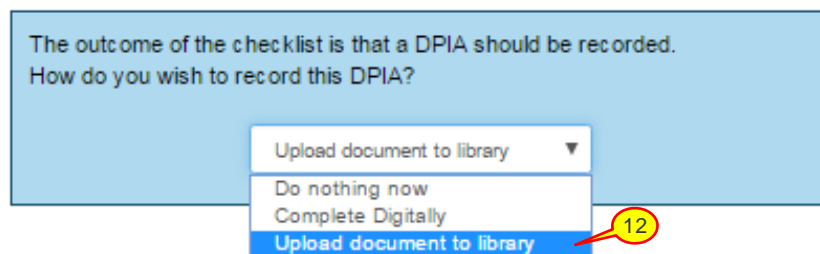
10. Select the “Complete Digitally” option
11. Provide the answers to the DPIA outcome, as per the table below:

DPIA Outcome questions	Response
Date assess or reviewed?	Enter a date
Are there privacy notices to enable information sharing?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Do you have a defined subject access request process?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
What is the law ful basis for processing information?	Select the applicable option(s) from the available checkboxes
Are the new purposes for processing information stated in the current ISA likely to be identified in the future?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Have all organisations sharing or consuming information met the minimum IG Toolkit Level 2?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure



Will any information stated in the ISA be transferred outside EEA?	<input type="radio"/> Yes <input type="radio"/> No
If required, do you or any parties subject to the ISA have the means to make changes to the data?	<input type="radio"/> Yes <input type="radio"/> No
Is there a section within the ISA that covers Data Quality?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Does the organisation and agreement comply with records management code?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Is your information security proportional to the sensitivity of the data being transferred?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Select the data covered?	Select the applicable option(s) from the available checkboxes

### 9.5.2. Complete DPIA via document upload



12. Select the **Upload document to library** option

13. Select the 'Details' tab then click on '**Upload new**' button

14. Enter the DPIA *Title*, *Description* and *Category*

15. Select the **Choose File...** button to upload your DPIA to the DCC document library

16. Click the **Save and stay** ( Save and stay ) or the **Save and return** ( Save and return ) button to commit the changes

## 10. Search for and view Data Processing Contracts (DPCs)

### 10.1 Search for and view DPCs that your organisation is hosting

The screenshot shows the 'DPC' screen with the following elements:

- Navigation Bar:** Dashboard, ISA - Registry, ISA - Management, **DPC** (highlighted with callout 1), Activity, Organisation Profile, User Preferences, Reports.
- Search Section:** DPC Title, Reference, Any Status (dropdown), Any Type (dropdown) (callout 4), Apply Filter, Clear Filter.
- Buttons:** + Create New, Export to Excel (callout 2).
- Table:**

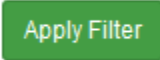
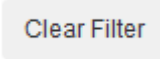
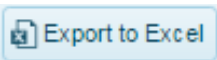
Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC	Data Processing Contract	4	01-Oct-2017	31-Jan-2018
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017
Hospital 1 - Data Processing Contract	Data Processing Contract	2	01-Oct-2017	12-Oct-2017

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*

The screenshot shows the 'DPC' screen with the following elements:

- Navigation Bar:** Dashboard, ISA - Registry, ISA - Management, **DPC** (highlighted with callout 5), Activity, Organisation Profile, User Preferences, Reports.
- Search Section:** DPC Title, Reference, Any Status (dropdown), Any Type (dropdown), Apply Filter (callout 6), Clear Filter (callout 7).
- Buttons:** + Create New, Export to Excel (callout 8).
- Table:**


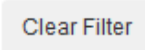
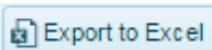
Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC	Data Processing Contract	4	01-Oct-2017	31-Jan-2018
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017

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

## 10.2 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.

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 DPIA **DPCs** Previous Next

**Data Processing Contracts**

+ Add DPC

Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
18-Oct-2017	DR Testing 4	OSU Org - Delyth - SWL	Data Processing Contract	18-Oct-2017	18-Oct-2017	Pending	Accept Reject
09-Oct-2017	dpc - sample 3	OSU Org - Delyth - NCL	Data Processing Contract	05-Oct-2017	19-Oct-2017	Accepted	Delete
09-Oct-2017	My Organisations DPC 1	OSU Org - Delyth - SWL	Data Processing Contract	10-Oct-2017	01-Jul-2018	Accepted	Delete
09-Oct-2017	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017	Accepted	Delete

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

### 10.3 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

Any DPIA Status Choose Services Apply Filter Clear Filter

Export to Excel


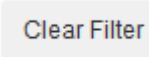
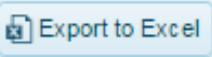
Create Date	Title	Organisation	From Date	To Date	Status	DPIA	DPC Count	My Org DPC	Message	
08-Aug-2017	GP Practice 1 ISA	TEST OSU ORG2	31-Jul-2017	No end date	Cancelled	Checklist Required	18	18		View
	Test ISA created at:	Homerton NHS				Checklist				

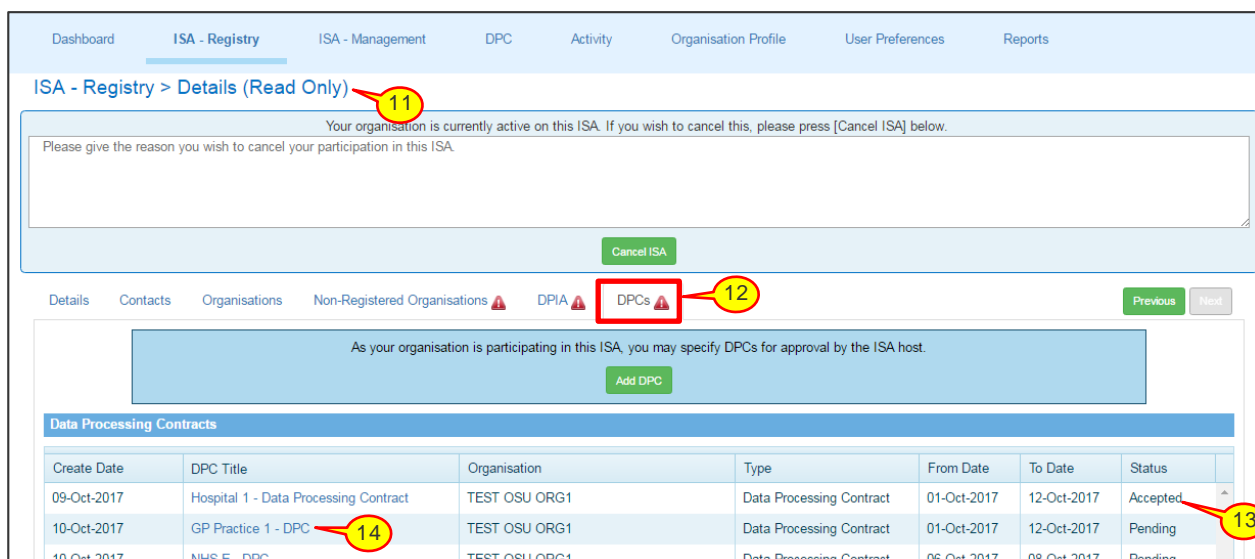
1. Click on the 'ISA – Management' tab from the navigation tabs

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

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

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

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






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

ISA - Registry > Details (Read Only) 11

Your organisation is currently active on this ISA. If you wish to cancel this, please press [Cancel ISA] below.

Please give the reason you wish to cancel your participation in this ISA.

**Cancel ISA**

Details **Contacts** Organisations Non-Registered Organisations  DPA  **DPCs**  12 **Previous** **Next**


As your organisation is participating in this ISA, you may specify DPCs for approval by the ISA host.

**Add DPC**

**Data Processing Contracts**

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 <span>13</span>
10-Oct-2017	GP Practice 1 - DPC <span>14</span>	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017	Pending
10-Oct-2017	NHS E - DPC	TEST OSU ORG1	Data Processing Contract	06-Oct-2017	08-Oct-2017	Pending

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

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

## 11. Create a Data Processing Contract (DPC)


Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC	Data Processing Contract	8	01-Oct-2017	12-Oct-2017
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017
Hospital 1 - Data Processing Contract	Data Processing Contract	3	01-Oct-2017	12-Oct-2017


1. Click on the 'DPC' tab from the Navigation bar. The DPC registry page is displayed with a list of all your organisations hosted DPCs
2. Click on the **Create New** (+ Create New) button to display the 'DPC > Create New' screen

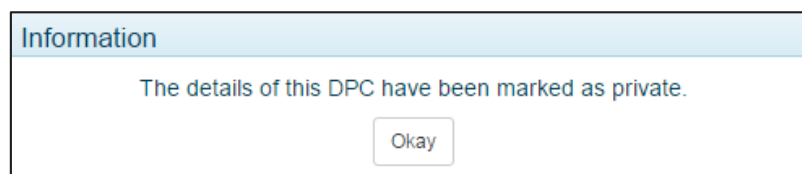
### 11.1 Create DPC & upload contract


Creating a new Data Processing Contract (DPC) requires completing two tabs; the 'Details' tab and the processing 'Organisations' tabs. The third tab; 'ISAs' will not display any information until the DPC is linked to an ISA.

- **Details:** contains the metadata information about the DPC as well as the electronic copy of the contract/agreement
- **Organisations:** contains the list of all of the data processing organisations that can be added to the contract/agreement
- **ISAs:** Displays a list of all Information Sharing Agreements (ISAs) this DPC is associated with

1. Under the 'Details' tab, populate all required fields (pink boxes are mandatory) as per the DPC agreement. Enter the *Title*, *Type* and the *Description* of the data processing contract
2. Enter a '*Valid From*' and valid '*To*' date using the calendar icons (  ). Enter an 'Expiry Notification Date' which will automatically send an email notification to the users in your organisation informing them that this DPC will need to be actioned
3. If the DPC 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
4. You will be required to enter a review date for the DPC given an ongoing DPC should be reviewed regularly and kept up-to-date
5. To make the DPC transparent and allow other organisations to view it, ensure that the 'Visible to other organisations?' check box is ticked. If you wish to mark the DPC as 'private' and don't want other organisations to view it, then ensure that you leave this box unchecked.

**Note:** If you mark a DPC as private, other organisations attempting to view it will see a padlock (  ) icon next to the DPC title and will not be able to view the DPC. The message below will be displayed.



6. Finally, to upload the electronic copy of the contract, select the **Upload New** (  Upload New ) link

**Provide details**

If you do **not** wish to make your DPC visible to others, ensure that the checkbox 'visible to other organisations' in the tab details is not selected. Please note that the title and dates will be visible to RSUs or if this DPC is allocated to an ISA.

If you would like to share the DPC, ensure that checkbox is ticked on the DPC details tab.

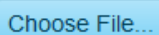
**Title** Enter a title (if left blank the filename will be used)

**Description** Provide a description of the document

**Category** Select an optional category...

**Choose File...**

Max file size: 20240 KB

7. The 'Provide details' dialogue box is displayed. Enter the *Title* and *Description* then select the *category* from the drop-down field
8. Select the **Choose File...** (  ) button to search and upload your document

Continued on next section...



## 11.2 Add a processing 'Organisation' to your DPC

The screenshot shows the 'DPC > Edit Details' screen. The 'Organisations' tab is selected, indicated by a red box and a yellow callout '1'. Below the tabs, there is a section titled 'Processing organisations' with a '+ Add new record' button highlighted by a red box and a yellow callout '2'. The table below has columns: Create Date, Organisation, Type, Notes, and Source. At the bottom right, there are buttons: 'Previous', 'Next', 'Save and stay', 'Save and return', and 'Cancel'.

..Continued from previous section

1. To add a processing organisation to your DPC, select the 'Organisations' tab in the 'DPC > Edit Details' screen
2. Select the **Add new record** ( + Add new record ) button

The screenshot shows the 'Add Organisation' dialog box. It contains a search section with the text 'You can search for organisations using ODS code, ICO reference or Name (slower search)'. Below this, there are three radio buttons for 'Search Type': 'ODS Code', 'ICO Reference', and 'Name'. The 'Name' option is selected, indicated by a red box and a yellow callout '4'. Below the radio buttons is a 'Search Term' input field. At the bottom right, there are 'Search' and 'Cancel' buttons, with the 'Search' button highlighted by a red box and a yellow callout '5'.

3. The 'Add Organisation' dialog box is displayed
4. Search for the processing organisation by selecting the **Search Type** then enter the **Search Term** in the relevant fields
5. Select the **Search** ( Search ) button to display the result

The screenshot shows the 'Add Organisation' dialog box with search results. The 'Search Type' is now 'Name' and the 'Search Term' is 'Data Processor'. Below the search section is a table with columns: Organisation, Source, Reference, and a 'Select' button. The table contains one row: 'Application Processors Ltd', 'Information Commissioner', and 'ZA215323'. The 'Select' button is highlighted by a red box and a yellow callout '6'.

6. When the desired result is displayed, click the **Select** button adjacent to the processing organisation name
7. The 'Add Organisation' dialog box view will change (screen below)



**Add Organisation**

Organisation: Application Services Limited

Type: Please select...  
Please select...  
Processor  
Sub-Processor

Notes:

Return to Search Save Cancel

8. From the **Type** drop-down field select the role this processing organisation will have in the DPC
9. Enter an optional Note for the processing organisation that may be relevant
10. If required, you can search for other DPC processing organisations by selecting the Return to Search ( **Return to Search** ) button
11. select the **Save** ( **Save** ) button

Details Organisations ISAs Previous Next

**Processing organisations**

Please ensure to press [Save] to commit any changes you have made.

+ Add new record

Create Date	Organisation	Type	Notes	Source	Reference	
18-Oct-2017	Application Processors Ltd	Processor	This is the approved third party processing company	Information Commissioner	ZA215323	Edit Delete

Previous Next

Save and stay Save and return Cancel

12. The organisation will be added to your list of processing organisations section
13. Click the **Save and stay** ( **Save and stay** ) or the **Save and return** ( **Save and return** ) button to commit the changes

## 12. Maintain a Data Processing Contract(DPC)

### 12.1 Edit & Update your organisations DPC

Navigation bar: Dashboard, ISA - Registry, ISA - Management, **DPC**, Activity, Organisation Profile, User Preferences, Reports

DPC 1

Filters: 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	12-Oct-2017
<b>NHS E - DPC</b>	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. To amend information in your organisations DPC, select the 'DPC' tab from the navigations bar
2. Select the DPC title that you want to edit from the list of existing DPCs that your organisation is hosting

Navigation bar: Dashboard, ISA - Registry, ISA - Management, **DPC**, Activity, Organisation Profile, User Preferences, Reports

DPC > Edit Details

Details, Organisations, ISAs

Reference: SEL/NOODS/102315/DPC

Title: NHS E - DPC

Type: Data Processing Contract

Description: dummy

Created: 09-Oct-2017 15:02

Valid From: 08/10/2017 To: 08/10/2017 No Expiry Date: ☐

Expiry Notification Date: 08/10/2017 Review Date: dd/mm/yyyy

Visible to other organisations? ☐

3. Amend the fields as necessary
4. Once you have finished amending the fields, click the **Save and stay** ( Save and stay ) or the **Save and return** ( Save and return ) button to commit the changes

## 12.2 Upload New Version of a document in your organisations DPC

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	12-Oct-2017
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017

1. To upload a new version of a DPC contract to your organisations DPC, select the 'DPC' tab from the navigation bar
2. Select the DPC title that you want to version control

Documents Upload New

Version	Date	Title	Category	Description	Reason
1	16-Oct-2017	test	Contract	test	Initial Version

New Version Delete Previous Next

Save and stay Save and return Cancel

3. At the 'Documents' section at the bottom of the 'DPC > Edit Details' screen, select the **New Version** ( **New Version** ) button adjacent to the document title

Provide details

If you do not wish to make your DPC visible to others, ensure that the checkbox 'visible to other organisations' in the tab details is not selected. Please note that the title and dates will be visible to RSUs or if this DPC is allocated to an ISA.

If you would like to share the DPC, ensure that checkbox is ticked on the DPC details tab.

Reason this is an updated contract

Title Organisations DPC

Description This document details the agreement information

Category Contract

Choose File...

Max file size: 20240 KB

4. The 'Provide details' pop-up dialog box will be displayed
5. Enter a reason for this update and amend any fields as necessary
6. Select the **Choose File...** ( **Choose File...** ) button to search and uploaded the new document
7. Once you have finished uploading the document, click the **Save and stay** ( **Save and stay** ) to view and ensure the new version has been created or the **Save and return** ( **Save and return** ) button to commit the changes


## 12.3 Delete a document from your organisations DPC


**Note:** You must have at least one document with the category 'Contract' otherwise you will not be able to delete the document.


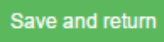
Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC	Data Processing Contract	4	01-Oct-2017	12-Oct-2017
NHS E - DPC	Data Processing Contract	1	06-Oct-2017	08-Oct-2017
Hospital 1 - Data Processing Contract	Data Processing Contract	2	01-Oct-2017	12-Oct-2017

1. To delete a document from your organisations DPC, select the 'DPC' tab from the navigations bar
2. Select the *DPC title* that you want to remove the document from

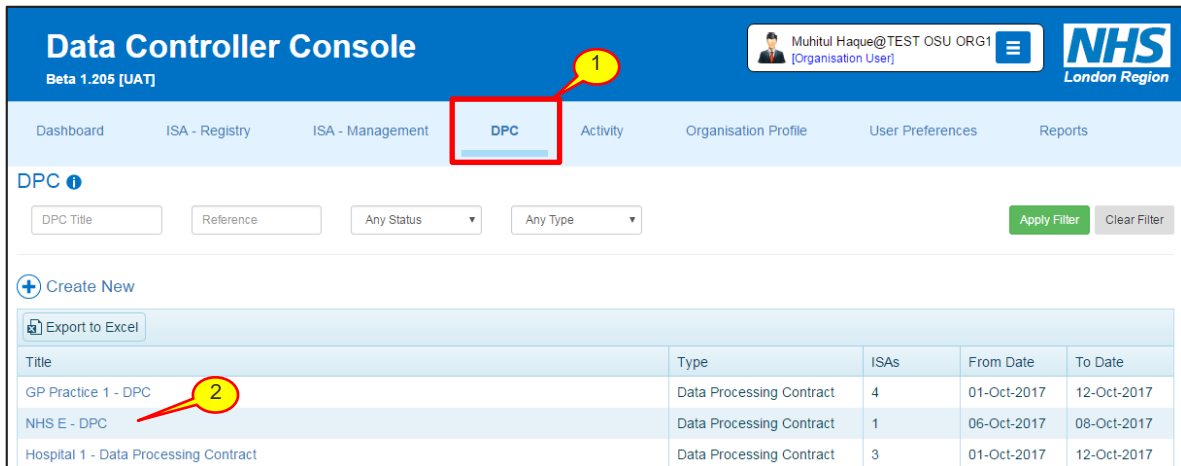
Version	Date	Title	Category	Description	Reason
1	16-Oct-2017	test	Contract	test	Initial Version

3. An the 'Documents' section at the bottom of the 'DPC > Edit Details' screen, select the **Delete** (  Delete ) button adjacent to the document title

4. The 'Confirm delete' pop-up dialog box will be displayed
5. If the document has more than one version, you will be given the option to delete all versions of the document. Select the check box if you wish to delete all versions of this document
6. Provide a reason for this delete and then select the **Delete** (  ) button to remove the document(s) from the DPC

- Once you are done, click the **Save and stay** (  ) to review your deletion or the **Save and return** (  ) button to commit the changes

## 12.4 Mark your DPC as Private (Restrict others from viewing the DPC)





**Data Controller Console**  
Beta 1.205 [UAT]


Muhitul Haque@TEST OSU ORG1  
[Organisation User]

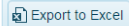
NHS  
London Region

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

**DPC** ⓘ

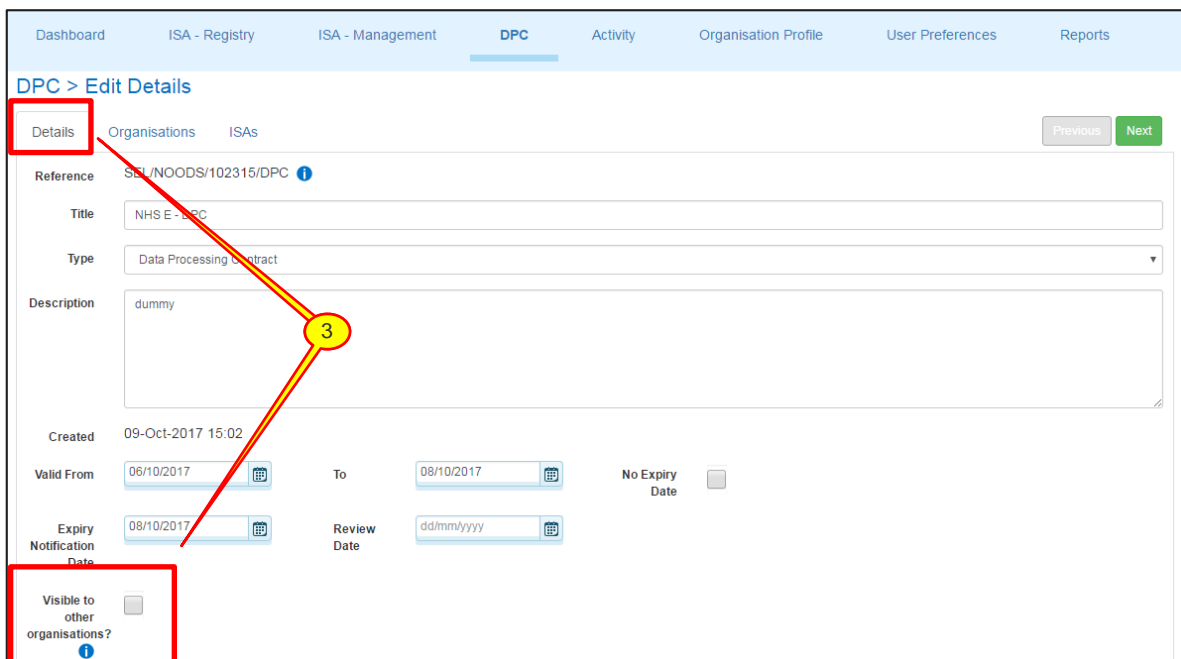
DPC Title Reference Any Status Any Type  







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

- To mark your DPC as private and restrict other organisation from viewing the DPC details, select the 'DPC' tab from the navigation bar
- Select the DPC you want to mark as private



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

**DPC > Edit Details**

Details Organisations ISAs  

Reference SQL/NOODS/102315/DPC ⓘ

Title NHS E - DPC

Type Data Processing Contract

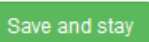
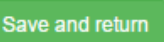
Description dummy

Created 09-Oct-2017 15:02

Valid From 06/10/2017 To 08/10/2017 No Expiry Date ☐

Expiry Notification Date 08/10/2017 Review Date dd/mm/yyyy

Visible to other organisations? ☐

- In the 'Details' tab, ensure you remove the tick from the 'visible to other organisations?' checkbox
- Once you are done, click the **Save and stay** (  ) or the **Save and return** (  ) button to commit the changes

## 12.5 To terminate a Data Processing Contract

**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 1

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. To terminate or end an existing data processing contract, select the 'DPC' tab
2. Select the DPC you want to terminate from the list of existing *DPC Titles*

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

DPC > Edit Details

Details Organisations ISAs Previous Next

Reference SEL/NOODS/102312/DPC

Title GP Practice 1 - DPC

Type Data Processing Contract

Description A third party organisation attached will be managing the GP Practice 1 ISA.

Created 09-Oct-2017 10:45

Valid From 01/10/2017 To 31/01/2018 No Expiry Date

Expiry Notification Date 08/10/2017 Review Date dd/mm/yyyy

Visible to other organisations? ☒

3. On the DPC 'Details' tab, change the valid 'To' field (that is adjacent to the 'Valid From' field), to the date that you want to terminate the DPC
4. Update the 'Expiry Notification Date' accordingly so that it is before or the same date as the expiry date

**Note:** You cannot save record if the notification date is after the 'Valid To' date. Ensure to correct this.

• Expiry Notification Date must be between the Valid From and Valid To dates.

5. Once done, click the **Save and stay** ( **Save and stay** ) or the **Save and return** ( **Save and return** ) button to commit the changes

**Note:** The **DPC Expired** category in Summary section of the Dashboard will indicate to any organisation associated with this DPC that it has now expired.

## 13. Manage Data Processing Contract association

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

To add a DPC to an ISA that your organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **page 72** on how to create a DPC

Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
ISA 1	31-Aug-2017	No end date	Completed by Upload	0	2	1	0	2	0	0
ISA 2	07-Sep-2017	19-Nov-2017	Completed by Upload	0	4	1	1	4	0	0
External ISA	07-Aug-2017	30-Sep-2017	Not Required - Historic	1	2	0	1	4	0	0

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

Create Date	DPC Title	Organisation	Type	From Date	To Date
09-Oct-2017	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017
17-Oct-2017	Patient data processing services	TEST OSU ORG1	Service Contract	17-Oct-2017	No end date
17-Oct-2017	Atos_Test3	TEST OSU ORG1	Service Contract	16-Oct-2017	16-Oct-2018
17-Oct-2017	Hospital 1 - Data Processing Contract	TEST OSU ORG1	Data Processing Contract	01-Oct-2017	12-Oct-2017

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

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

Select DPC

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

Name  Type Data Processing Contract

Title	Type	From Date	To Date	
GP Practice 1 - DPC	Data Processing Contract	01-Oct-2017	12-Oct-2017	
NHS E - DPC	Data Processing Contract	06-Oct-2017	08-Oct-2017	Select
Hospital 1 - Data Processing Contract	Data Processing Contract	01-Oct-2017	12-Oct-2017	Select
Jana DPC	Data Processing Contract	10-Oct-2017	31-Oct-2017	Select
DPC Test 2 Jana	Data Processing Contract	12-Oct-2017	No end date	Select
Test 3 DPC	Data Processing Contract	12-Oct-2017	No end date	Select
muhitu's DPC	Data Processing Contract	02-Oct-2017	27-Oct-2017	Select

Search Cancel

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

- On the 'Select DPC' dialog box, click the **Select** ( ) button adjacent to the DPC title to add it to the ISA
- Once done, click the **Save and stay** ( ) or the **Save and return** ( ) button at the bottoms of the page to commit the changes
- A 'Notification' window will be displayed asking if you would like to inform the existing participants that a new DPC has been added. Select the appropriate option from the drop-down boxes if you want to notify the existing users then click the **confirm** button

Notification

Description of modification Jana DPC [TEST OSU ORG1] - DPC has been added

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

Do existing participants need to reaccept the terms? No

Cancel Confirm

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

To add a DPC to an ISA that another organisation is hosting, you must first create the data processing contract from within the DPC tab. Please see **page 72** on how to create a DPC. You



must also ensure that you are a participant of the ISA that the other organisation is hosting. You cannot add a DPC to an ISA that you are not participating in.

ISA - Management

My ISA - Management

Export to Excel

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

1. From the 'ISA – Management' tab ensure you are on the 'My ISA - Management' sub-tab
2. Select the 'Active' ISA that you would like to add your DPC to by clicking on the *ISA Title* and not the Organisations name

ISA - Registry > Details (Read Only)

Details Contacts Organisations Non-Registered Organisations DPCs

As your organisation is participating in this ISA, you may specify DPCs for approval by the ISA host.

Add DPC

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
10-Oct-2017	NHS E - DPC	TEST OSU ORG1	Data Processing Contract	06-Oct-2017	08-Oct-2017	Pending

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

Select DPC

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

Name  Type Any Type

Search Cancel

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

Select DPC

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

Name  Type

Title	Type	From Date	To Date	
GP Practice 1 - DPC	Data Processing Contract	01-Oct-2017	12-Oct-2017	
NHS E - DPC	Data Processing Contract	06-Oct-2017	08-Oct-2017	Select
Hospital 1 - Data Processing Contract	Data Processing Contract	01-Oct-2017	12-Oct-2017	Select
Jana DPC	Data Processing Contract	10-Oct-2017	31-Oct-2017	Select
DPC Test 2 Jana	Data Processing Contract	12-Oct-2017	No end date	Select
Test 3 DPC	Data Processing Contract	12-Oct-2017	No end date	Select
muhitul's DPC	Data Processing Contract	02-Oct-2017	27-Oct-2017	Select

Search Cancel

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

- Click the **Select** ( ) button adjacent to the *DPC title* to add it to the ISA then confirm that you want to request this DPC be added to the ISA
- The host organisation of this ISA will receive an email notification asking them to review the DPC and either Approve or Reject the submission

### 13.3 Approve or reject another organisations DPC request

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

Summary

Status	<span>Online</span>
ISA Expired	2
ISA Expiry Notification Date Passed	2
ISA Review Required	1
ISA Non-Registered Organisation Review Required	2
ISA Management Pending	2
ISA Registry Incoming Requests	1
ISA Management Total	6
ISA Registry Total	7
<b>DPC Decision Pending on an ISA</b>	<b>1</b>
DPC Expired	4
DPC Expiry Notification Date Passed	4
DPC Total	12

- To action a request to approve / reject a DPC, select either the notification above or the number adjacent to the **DPC Decision Pending** category on the DCC dashboard

Dashboard

ISA - Registry

ISA - Management

DPC

Activity

Organisation Profile

User Preferences

Reports

ISA - Registry

Agreement Title / Ref

Any Stat

Any DPC

Any DPI

Choose Services

Apply Filter

Clear Filter

Create New

Click on the icon to see related organisations

Export to Excel

Title	From Date	To Date	DPIA	Participant Status					DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active	
ISA 1	31-Aug-2017	No end date	Completed by Upload	0	2	1	0	2	0	0	
ISA 2	07-Sep-2017	19-Nov-2017	Completed by Upload	0	4	1	1	4	0	0	
External ISA	07-Aug-2017	30-Sep-2017	Not Required - Historic	1	2	0	1	4	0	0	
Sample ISA 1	13-Aug-2017	20-Aug-2017	Not Required - Checklist	3	2	0	0	1	1	2	
Trinity Care ISA - Version 2	20-Aug-2017	No end date	Completed Digitally	0	2	0	3	1	0	0	

Waiting for datacontroller-uat.azurewebsites.net...

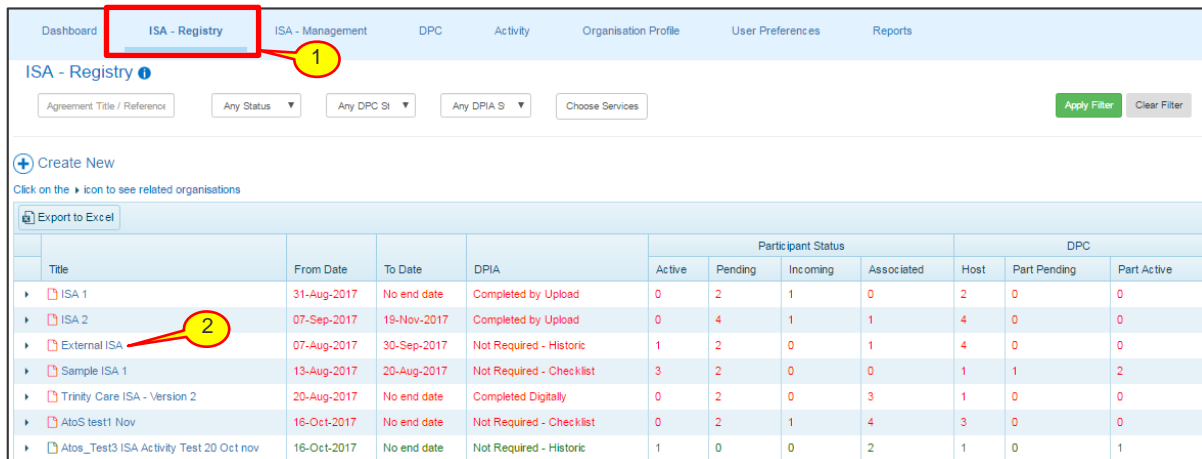
2. Alternatively, you can go directly to the 'ISA - Registry' tab and select the ISA that require(s) your attention. The **DPC Part Pending** column will indicate how many DPCs within this ISA are waiting for you to action. Select the ISA to action

Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
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 - SWL	Data Processing Contract	10-Oct-2017	01-Jul-2018	Accepted	Delete
09-Oct-2017	dpc - sample 3	OSU Org - Delyth - NCL	Data Processing Contract	05-Oct-2017	19-Oct-2017	Accepted	Delete
18-Oct-2017	DR Testing 4	OSU Org - Delyth - SWL	Data Processing Contract	18-Oct-2017	18-Oct-2017	Pending	Accept Reject

3. Select the 'DPCs' tab
4. The **Status** column in the 'DPCs' tab will list all DPCs that require a decision with a label "Pending"
5. Select the **Accept** or **Reject** buttons adjacent to each ISA to either accept or reject the DPC association
6. To view the DPC select the *DPC Title\** and check through each of the tabs (Details, Organisations and ISAs) to ensure that you are happy to accept the DPC association

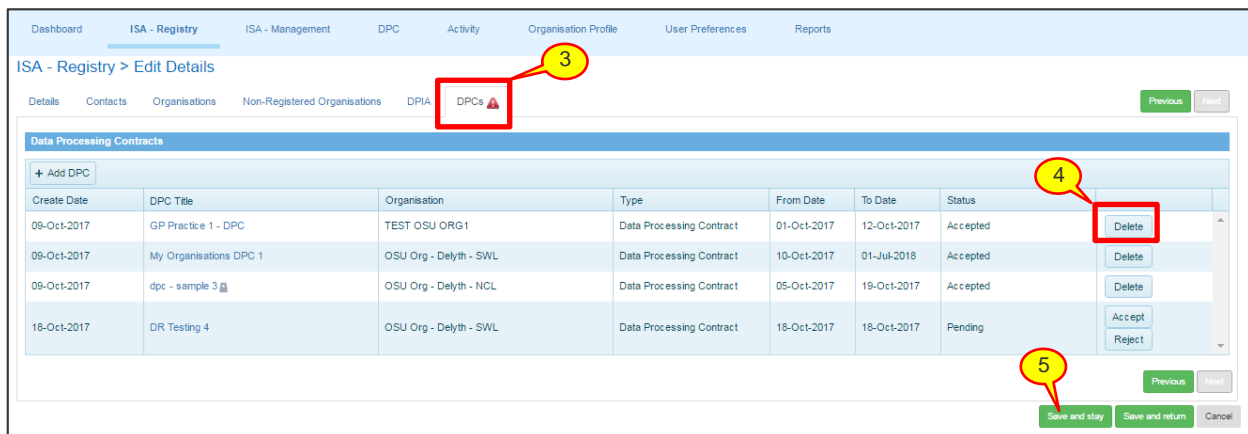
**Caution:** \*Clicking on the participants DPC title will open the DPC in a new tab. This allows the hosting organisation to save any amendments to the ISA they may have made to the ISA without losing data

## 13.4 Remove your organisations DPC from your organisations ISA


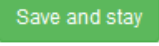
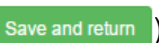


Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
ISA 1	31-Aug-2017	No end date	Completed by Upload	0	2	1	0	2	0	0
ISA 2	07-Sep-2017	19-Nov-2017	Completed by Upload	0	4	1	1	4	0	0
External ISA	07-Aug-2017	30-Sep-2017	Not Required - Historic	1	2	0	1	4	0	0
Sample ISA 1	13-Aug-2017	20-Aug-2017	Not Required - Checklist	3	2	0	0	1	1	2
Trinity Care ISA - Version 2	20-Aug-2017	No end date	Completed Digitally	0	2	0	3	1	0	0
AtoS test1 Nov	16-Oct-2017	No end date	Not Required - Checklist	0	2	1	4	3	0	0
Atos_Test3 ISA Activity Test 20 Oct nov	16-Oct-2017	No end date	Not Required - Historic	1	0	0	2	1	0	1

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



Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	Actions
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 - SWL	Data Processing Contract	10-Oct-2017	01-Jul-2018	Accepted	Delete
09-Oct-2017	dpc - sample 3	OSU Org - Delyth - NCL	Data Processing Contract	05-Oct-2017	19-Oct-2017	Accepted	Delete
18-Oct-2017	DR Testing 4	OSU Org - Delyth - SWL	Data Processing Contract	18-Oct-2017	18-Oct-2017	Pending	Accept Reject

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

## 13.5 Remove your organisations DPC from a participating ISA

To delete or completely remove your organisations DPC from an ISA that you are participating in, follow the instructions on **page 80** to terminate your organisations DPC.


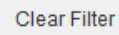
## 14. Activity

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

### 14.1 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 this is a search area with 'Date from' and 'Date to' date pickers (callout 2), a 'Narrative' text input, and 'Apply Filter' (callout 3) and 'Clear Filter' (callout 5) buttons. An 'Export to Excel' button (callout 4) is located above a table of activity entries.

Date ▼	Narrative
20-Oct-2017	Agreement 'TEST OSU ORG1' has been updated
20-Oct-2017	Document 'sfdasfadsf' 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, DPIA 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

## 15. Manage Organisation Profile

### 15.1 Update your organisation profile details

Organisation Profile

Details

**Organisation Profile Details**

Organisation Name: Trinity Hospital

Organisation Type: Acute Trust

ICO Registration Number: Unknown ICO Registration Number

ICO Expiry Date: dd/mm/yyyy

Organisation Region: South East London

Provide direct care?: Yes

ODS Code: No IG Toolkit found for this ODS.

Improvement Plan in Place: ☐

1. Select the 'Organisations Profile' tab from navigation bar. The 'Organisation Profile' screen is displayed
2. Under 'Organisation Profile Details' section, amend the organisation fields as desired (Organisation type can now be set as Local Authority)

### 15.2 Update your Organisation's Contacts

#### 15.2.1. Add a contact in your organisation

**Organisation Contacts**

+ Add New Contact

Name	Role	Email	Phone	Mobile	Create a login?	
Muhitul Haque-Pete	Caldicott Guardian	muhitul.haque@nh...	1234567890		<input checked="" type="checkbox"/> [Organisation User]	<a href="#">Edit</a> <a href="#">Delete</a>
Delyth Roberts	Caldicott Guardian	Delyth.roberts1@n...	12345		<input checked="" type="checkbox"/> [Organisation ...]	<a href="#">Edit</a> <a href="#">Delete</a>

1. To add a new contact, under 'Organisation Contacts' section, click on the **Add New Contact** (+ Add New Contact) button.

**Contact**

First Name:

Last Name:

Role: Please Select...

Role Other:

Email:

Phone:

Mobile:

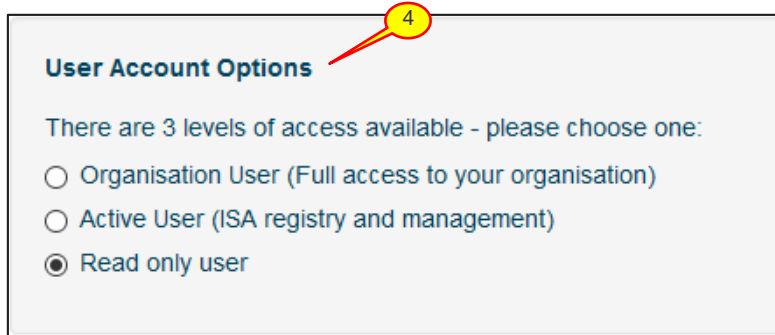
☐ Login account required

[Update](#) [Cancel](#)

2. The 'Contact' window is displayed. Populate all of the fields to add the person as a contact in your organisation.

**Note:** If an Organisation type is set as Local Authority, any new contacts added will have an additional **Role Category** field available to distinguish between Adult Social Care and Child Social Care.

3. To enable the contact to have a user account and login to the Data Controller Console, place a tick on the checkbox labelled 'Login account required'




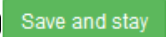
**User Account Options**

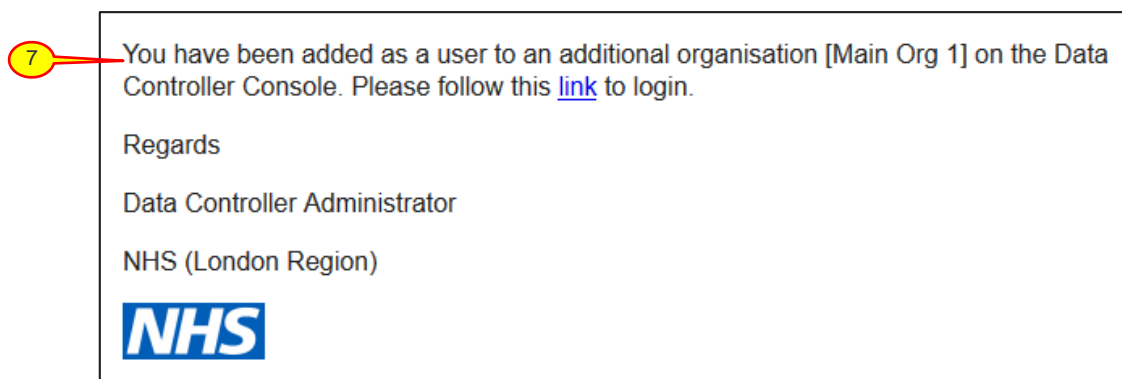
There are 3 levels of access available - please choose one:

☐ Organisation User (Full access to your organisation)

☐ Active User (ISA registry and management)

☒ Read only user

4. A 'User Account Options' pane to the right of the screen is displayed. Use the options to grant user log-in permissions accordingly for the user
  - (a) Select 'Organisation User' (OSU) to give the user full access to the organisation including the ability to create other contacts for the organisation
  - (b) Select 'Active User' (AU) to give the user partial access to the organisation. This user has the access to create an ISA and manage existing ISA's, however, they cannot create contacts or amend the organisation's profile
  - (c) Select 'Read-only user' (ROU) to allow the user to only view information the organisation is associated with
5. Click the **Update** (  ) button. The 'Contact' screen closes and the 'Organisation' screen is displayed
6. Click **Save and stay** (  ) button at the bottom right of the page




You have been added as a user to an additional organisation [Main Org 1] on the Data Controller Console. Please follow this [link](#) to login.

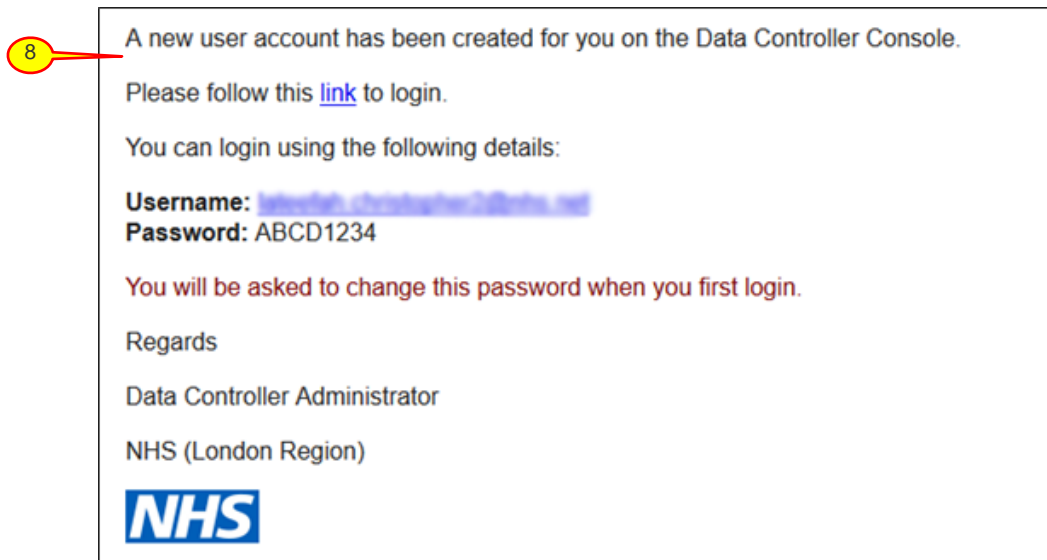
Regards

Data Controller Administrator

NHS (London Region)



7. If the user account already exists in DCC, then the user will receive a notification email that s/he has been added as a user to the organisation



8. If the user account doesn't exist in DCC, then this new contact will receive a notification email that a user account has been created for them. The new user will receive a username and a temporary password which they must change when they first login

### 15.2.2. Edit a Contact in your Organisation

Organisation Contacts						
+ Add New Contact						
Name	Role	Email	Phone	Mobile	Create a login?	
Muhitul Haque-Pete	Caldicott Guardian	muhitul.haque@nh...	1234567890		<input checked="" type="checkbox"/> [Organisation User]	<a href="#">Edit</a> <a href="#">Delete</a>
Delvth Roberts	Caldicott Guardian	Delvth.roberts1@n...	12345		<input checked="" type="checkbox"/> [Organisation User]	<a href="#">Edit</a> <a href="#">Delete</a>

1. To edit a contact, in the 'Organisation Contacts' section in the 'Organisations Profile' tab, click on the **Edit** ( [Edit](#) ) button adjacent to the contact

Contact

First Name: Muhitul

Last Name: Haque-Pete

Role: Caldicott Guardian

Role Other:

Email: muhitul.haque@nhs.net

Phone: 1234567890

Mobile:

☒ Login account required

**User Account Options**

There are 3 levels of access available - please choose one:

- ☒ Organisation User (Full access to your organisation)
- ☐ Active User (ISA registry and management)
- ☐ Read only user

[Update](#) [Cancel](#)

2

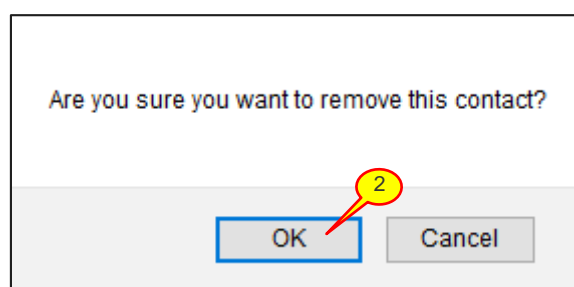
2. A Contact window is displayed with contact details populated in the field. Amend the fields accordingly then click **Update** ( [Update](#) ) button



### 15.2.3. Delete a Contact in your Organisation

Organisation Contacts						
+ Add New Contact						
Name	Role	Email	Phone	Mobile	Create a login?	
Muhtul Haque-Pete	Caldicott Guardian	muhtul.haque@nh...	1234567890		<input checked="" type="checkbox"/> [Organisation User]	<input type="button" value="Edit"/> <input <="" td="" type="button" value="x Delete"/>
Delvith Roberts	Caldicott Guardian	Delvith.roberts1@n	12345		<input checked="" type="checkbox"/> [Organisation	<input type="button" value="Edit"/> <input <="" td="" type="button" value="x Delete"/>

1. To delete a contact, in the 'Organisation Contacts' section in the 'Organisations Profile' tab, select the **Delete** (  ) button adjacent to the contact



2. A prompt is displayed 'Are you sure you want to remove this contact? Click **OK**. The contact is removed

## 15.3 Update your Organisation's Tagging

In your 'Organisations Profile' tab, the two boxes in underneath the 'Organisation Tagging' section allow you to add tag groups based on the type of services your organisation provide and the boroughs it provide services to. If you have 'services provided' tags not listed in the box, please enter them onto the **Additional Services** free text box.

Organisation Tagging	
<b>Services provided</b> ⓘ <div>Dental x</div>	<b>Boroughs serviced</b> <div>Enfield x</div>
<b>Additional Services</b> <input type="text" value="Record free-text service here up to 40 characters."/>	

### 15.3.1. Add/Delete a Services Provided Tag

A Services Provided Tag is added to show which services an organisation provides, adding a Services Provided Tag to an organisation profile will mean that an organisation is easier to search for by others

1. To add a service provided tag to your organisation, click into the 'Service provided' field to see a list of all available service tags that you can associate with your organisation

**Note:** there is no limit to the amount of service tags you can associate to your organisation. You have the ability to select 'All London Boroughs' tag.

2. You can also search for a specific tag by typing the first few letters of the word
3. Selecting a tag or typing a tag and selecting from the list will add each of the tags into the box. You can also select multiple tags from the drop-down list by simply clicking on each tag
4. To remove the tags, click on the 'x' next to the tag box

### 15.3.2. Add/Delete a Boroughs Serviced Tag

A Boroughs Serviced Tag is added to show which borough an organisation provides services, adding a Borough Tag a profile will mean that an organisation is easier to search for by others

1. To add a Boroughs Serviced Tag to your organisation, click into the 'Boroughs Serviced' field to see a list of all available service tags that you can associate your organisation with
2. You can search for a specific tag by typing the first few letters of the word
3. Selecting a tag from the list will add each of the tags into the box
4. To remove the tags, click on the 'x' next to the tag box
5. To select everything on the list, click 'All London Boroughs' tag.

**Note:** A search for an individual borough will bring up your organisation in the search result as you have selected all boroughs.

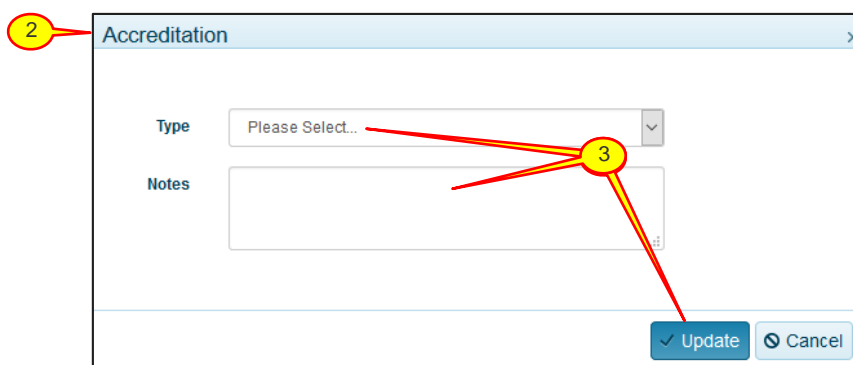
## 15.4 Update your Organisation's Accreditation

### 15.4.1. Add an Accreditation



Accreditations					
<b>+ Add New Accreditation</b>					
Type	Date	Reference	Rating	Notes	
Care Quality Commission	12-Jun-2017	-	Outstanding		<a href="#">Edit</a> <a href="#">Delete</a>

1. To add an accreditation, under 'Accreditations' section in the 'Organisations Profile' tab, click the **Add New Accreditation** ( **+ Add New Accreditation** ) button
2. An 'Accreditation' pop-up dialog box is displayed



**Accreditation** [X]

Type: Please Select...


Notes:

3. Select the Accreditation 'Type' and populate the fields accordingly then select the **Update** (  ) button

**Note:** HSCN and OFSTEAD accreditations types can now be included in this section

### 15.4.2. Edit an Accreditation

Accreditations					
+ Add New Accreditation					
Type	Date	Reference	Rating	Notes	
Care Quality Commission	12-Jun-2017	-	Outstanding		<div> <div>1</div> <div>Edit</div> <div>Delete</div> </div>

1. To edit an accreditation, under 'Accreditation' section in 'Organisation Profile' tab, select the **Edit** (  ) button adjacent to the accreditation

2

Accreditation

Type

Care Quality Commission

Inspection Date

16/08/2017

Rating

Outstanding

Notes


Our organisation has achieved a rating of outstanding in performance.

Please record if there are any CQC Inspection recommendations that are pertinent to the sharing of information in the notes field

Update


Cancel

3

2. A 'Contact' window is displayed with accreditation details populated in the field
3. Amend the fields accordingly then click **Update** (  ) button

### 15.4.3. Delete an Accreditation

Accreditations					
+ Add New Accreditation					
Type	Date	Reference	Rating	Notes	
Care Quality Commission	12-Jun-2017	-	Outstanding		<div> <div>1</div> <div>Edit</div> <div>Delete</div> </div>

1. To delete an accreditation, under 'Accreditation' section in the 'Organisations Profile' tab, click on the **Delete** (  ) button adjacent to the accreditation

2

Are you sure you want to remove this accreditation?

3

OK

Cancel

2. A prompt is displayed 'Are you sure you want to remove this accreditation?'

- Click **OK** button. The accreditation is removed

## 15.5 Upload Related Documents

### 15.5.1. Add a Related Document

Version	Date	Title	Category	Description	Reason	
1	21-Aug-2017	CQC Accreditation	Accreditation	CQC Accreditation	Initial Version	<a href="#">New Version</a> <a href="#">Delete</a>

Other Information

Save and stay Save and return to dashboard Cancel

- To upload a new document, under 'Related Documents' section in the 'Organisations Profile' tab, select the **Upload New** ( [Upload New](#) ) link

Provide details

Title Enter a title (if left blank the filename will be used)

Description Provide a short description of the document.

Category Select an optional category...

Choose File...

Max file size: 20240 KB

- A 'Provide details' pop-up dialog box is displayed

Category

Select an optional category...

Accreditation

Appendix

Certification

Other

Max file size: 20240 KB

- In the dialog box, populate the fields accordingly. Then click the **Choose File** ( [Choose File...](#) ) link to attach a file. The file is attached and the dialog window closes

**Note:** The maximum upload-able file size is 20MB.

4. To save the newly uploaded document you must select either **Save and stay** ( **Save and stay** ) or **Save and return to dashboard** ( **Save and return to dashboard** ) buttons

### 15.5.2. Update a Related Document

Version	Date	Title	Category	Description	Reason	
1	21-Aug-2017	CQC Accreditation	Accreditation	CQC Accreditation	Initial Version	<div>New Version</div> <div>Delete</div>

Other Information

Save and stay Save and return to dashboard Cancel

1. To upload a new version of a document, under 'Related Documents' section in the 'Organisations Profile' tab, click the **New Version** ( **New Version** ) button adjacent to the document
2. The 'Provide details' pop-up dialog box is displayed with an addition 'Reason' field to provide a reason for the update

Provide details

Reason Provide the reason for this update.

Title CQC Accreditation

Description CQC Accreditation

Category Accreditation

Choose File...

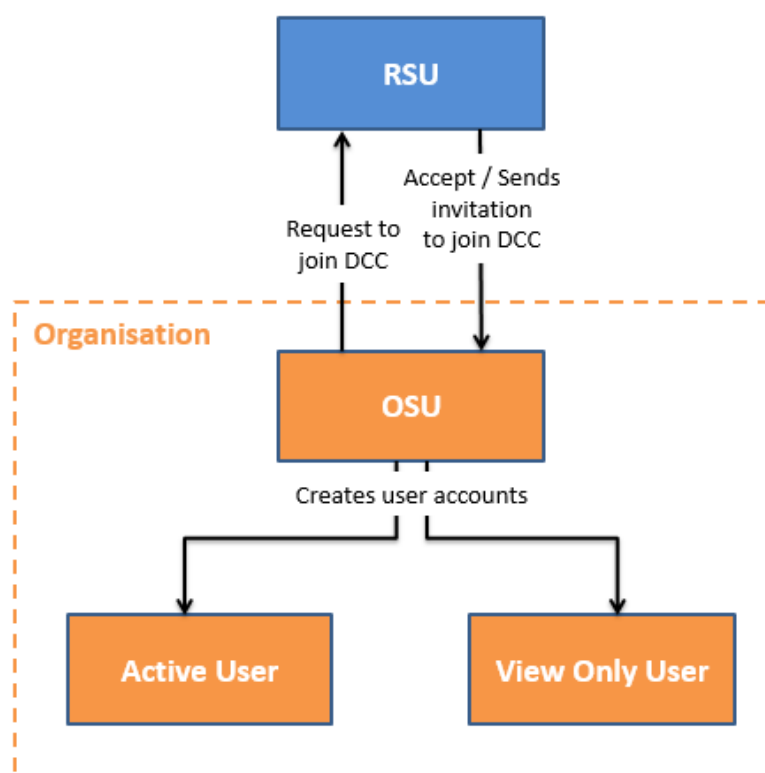
Max file size: 20240 KB

3. Populate the fields accordingly then click the **Choose File** ( **Choose File...** ) button to attach the new file. The file is attached and the dialog window closes
4. Click the **Save and stay** ( **Save and stay** ) or the **Save and return to dashboard** ( **Save and return to dashboard** ) button at the bottom right of the page

## 16. Manage User Accounts

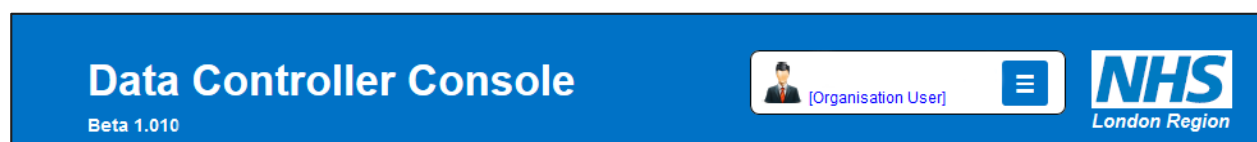
The type of user account/user role depends on your responsibility within an organisation. The Organisation Super User (OSU) has the ability to create user accounts for members of his/her organisation. There are three user roles that the OSU can set up:

- **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



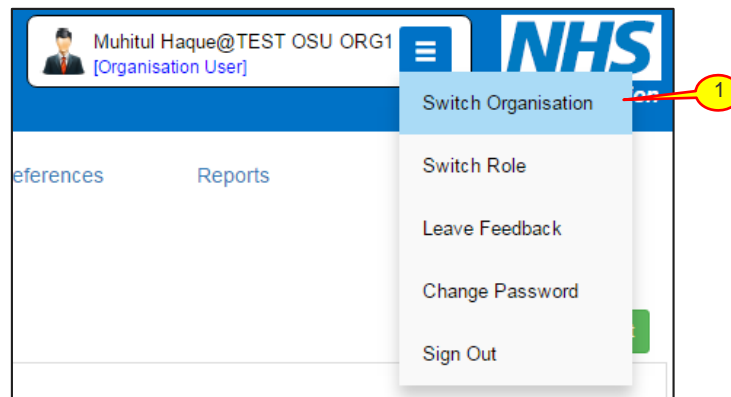
The Organisation Super User (OSU) and Active Users (AU) can initiate the request to join an Information Sharing Agreement. View Only Users (VOU) within an organisation cannot request to join or create any ISA.


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.

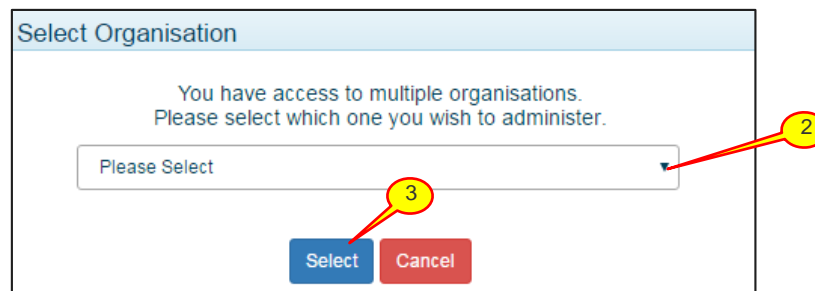


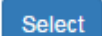
## 16.1 Switch Organisation

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.



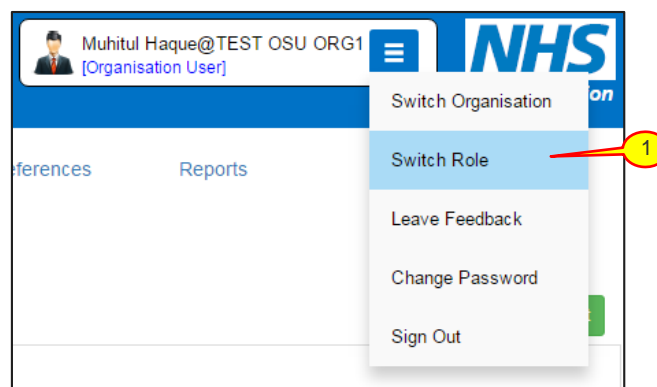
1. Hover over the blue menu (  ) icon and select the **Switch Organisation** option




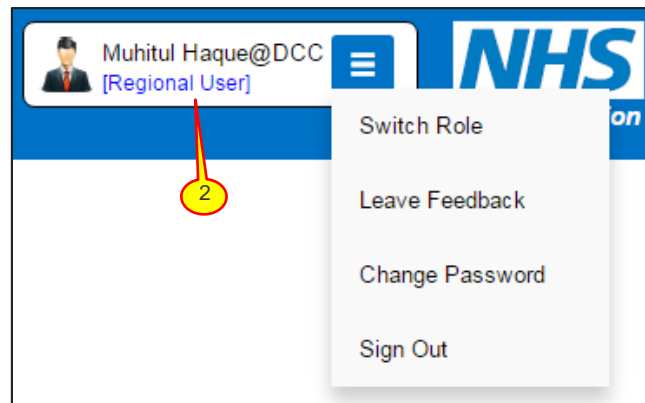
2. Select the drop down arrow adjacent to "Please Select" drop-down box and select the organisation you wish to view
3. Click the **Select** (  ) button to change over to the selected organisation

## 16.2 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.

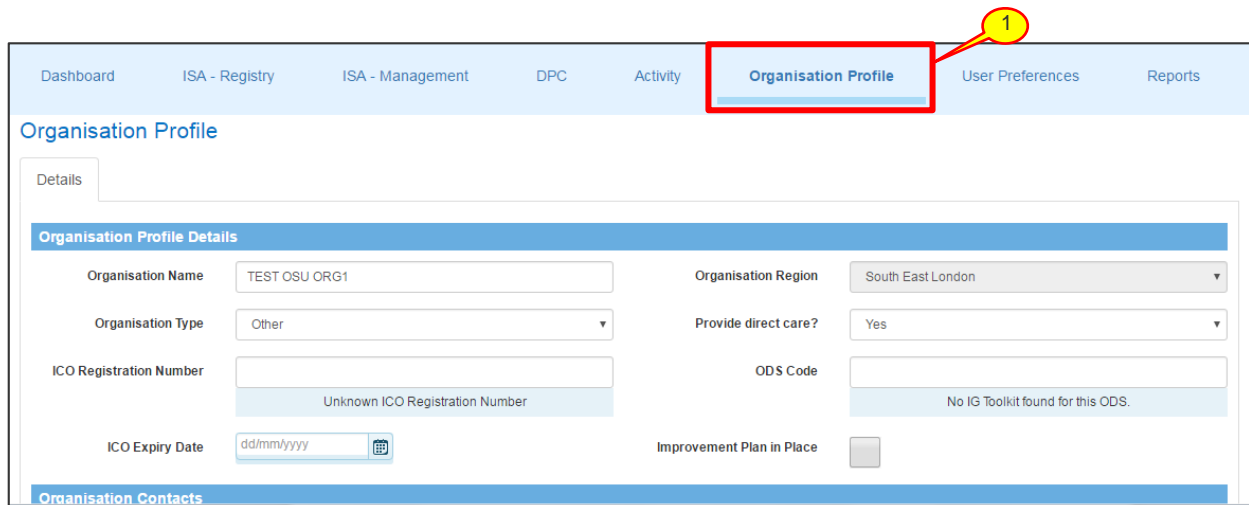


1. Hover over blue menu (  ) icon and select the **Switch Role** option



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

### 16.3 Search for and view User Accounts within your organisation



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

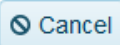
Organisation Contacts						
+ Add New Contact						
Name	Role	Email	Phone	Mobile	Create a login?	
R. Smith ReadOnly	Data Protection Officer	r.smith@demo.com	1234567890	1234567890	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
J. Benny OSU	Caldicott Guardian	j.benny@demo.com	1234567890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

- 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?'

- To view a contact's user permissions (for a contact with the 'Create a login' checkbox ticked), click on the **Edit** ([Edit](#)) button adjacent to the contact's name




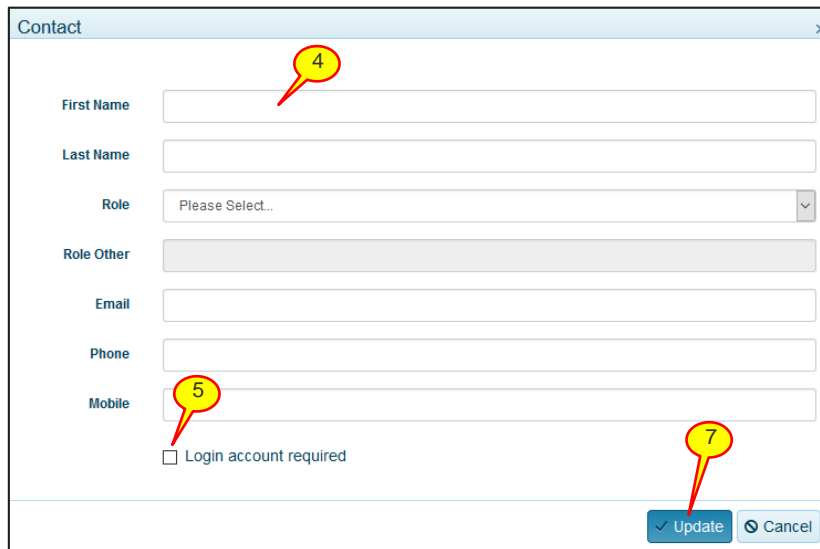
4. The 'Contact' screen is displayed and the contact's details are displayed with the 'User Account Options' on the right of the screen
5. At the bottom-right of the screen, click **Cancel** (  ) button to close. The screen closes and the 'Organisation Profile' screen is displayed

## 16.4 Create a User Account

1. Click on 'Organisation Profile' tab from the top menu. The 'Organisation Profile' screen is displayed with your organisation details populated based on the ICO and ODS code details. The organisation details are displayed
2. Scroll down to 'Organisation Contacts' section. Organisation contact(s) details are displayed

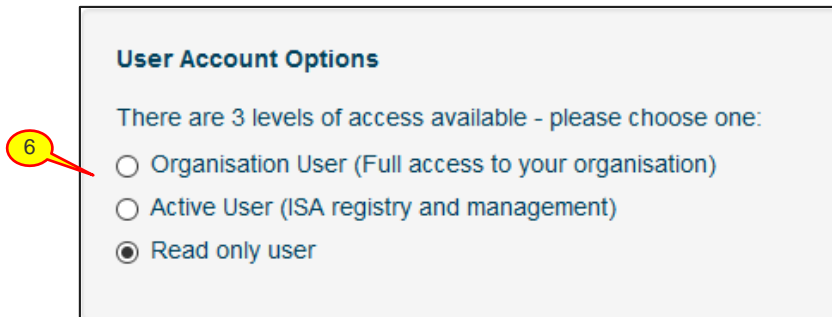
Name	Role	Email	Phone	Mobile	Create a login?	
R. Smith ReadOnly	Data Protection Officer	r.smith@demo.com	1234567890	1234567890	<input type="checkbox"/>	Edit  Delete
J. Benny OSU	Caldicott Guardian	j.benny@demo.com	1234567890	1234567890	<input checked="" type="checkbox"/> [Read only User]	Edit  Delete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

3. To add a new contact, under 'Organisation Contacts' section, click on the **Add New Contact** (  ) button.


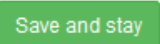


The screenshot shows a 'Contact' form with the following fields: First Name, Last Name, Role (a dropdown menu), Role Other, Email, Phone, and Mobile. A checkbox labeled 'Login account required' is located below the Mobile field. At the bottom right, there are 'Update' and 'Cancel' buttons. Callout 4 points to the First Name field, callout 5 points to the Mobile field, and callout 7 points to the 'Update' button.

4. A 'Contact' window is displayed. Populate the fields accordingly
5. To enable the contact to have a user account and login to the Data Controller Console, select the checkbox labelled 'Login account required'. A 'User Account Options' pane is displayed to the right of the screen



The screenshot shows a 'User Account Options' pane. It contains the text 'There are 3 levels of access available - please choose one:' followed by three radio button options: 'Organisation User (Full access to your organisation)', 'Active User (ISA registry and management)', and 'Read only user'. Callout 6 points to the 'Organisation User' option.

6. Use the options to grant user log-in permissions accordingly for the user:
- (a) Select 'Organisation User' to give the user full access to the organisation including the ability to create other contacts for the organisation
  - (b) Select 'Active User' to give the user partial access to the organisation. This user has the access to create an ISA and manage existing ISA's, however, they cannot create contacts or amend the organisation's profile
  - (c) Select 'Read-only' to allow the user to only view the information the organisation is associated with
7. Click the **Update** (  ) button. The 'Contact' screen closes and the 'Organisation' screen is displayed
8. Click **Save and stay** (  ) button at the bottom right of the page. The updated details are saved and the list of organisations are displayed
9. If the user account already exists in DCC, then the user will receive a notification email that s/he has been added as a user to the organisation

You have been added as a user to an additional organisation [Main Org 1] on the Data Controller Console. Please follow this [link](#) to login.

Regards

Data Controller Administrator

NHS (London Region)



10. If the user account doesn't exist in DCC, the new contact will receive a notification email that a user account has been created for them. The new user will receive a username and a temporary password which they must change when they first login

A new user account has been created for you on the Data Controller Console.

Please follow this [link](#) to login.

You can login using the following details:

**Username:** [testosuser@nhs.uk](#)

**Password:** ABCD1234

You will be asked to change this password when you first login.

Regards

Data Controller Administrator

NHS (London Region)



## 16.5 Update a User Account

The screenshot shows the 'Organisation Profile' page in the Data Controller Console. The navigation bar at the top includes 'Dashboard', 'ISA - Registry', 'ISA - Management', 'DPC', 'Activity', 'Organisation Profile' (highlighted with a red box and a yellow circle with '1'), 'User Preferences', and 'Reports'. The 'Organisation Profile' page has a 'Details' tab selected. The 'Organisation Profile Details' section contains the following information:

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	

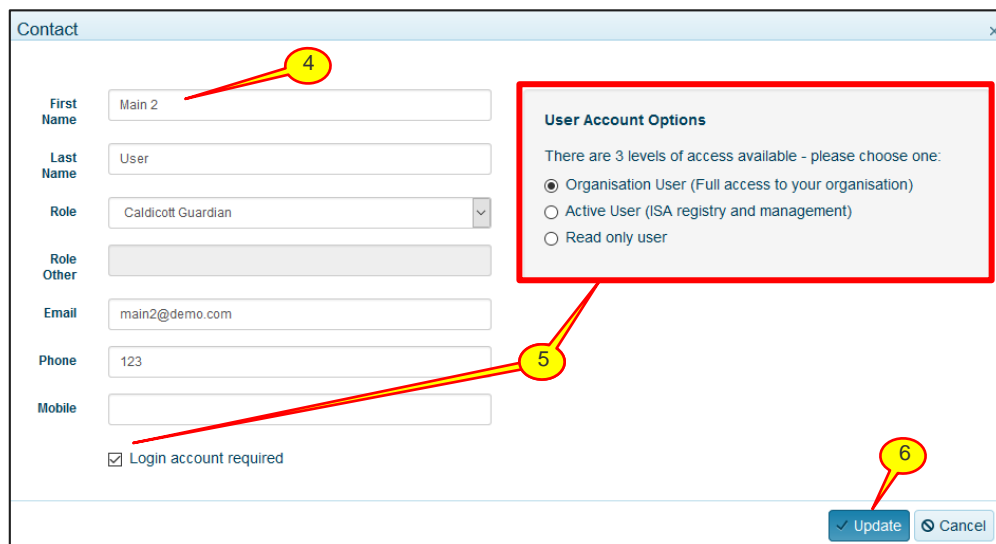
Below the details section is a section for 'Organisation Contacts'.

1. Click on 'Organisation Profile' tab from the navigation bar. The 'Organisation Profile' screen is displayed with the Organisation Profile Details populated based on the ICO and ODS code details



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 'Organisation Contacts' section. Organisation contact(s) details are displayed
3. To edit a contact, under 'Organisation Contacts', click on the **Edit** ( Edit ) button adjacent to the contact.



**Contact**

First Name:

Last Name:

Role:

Role Other:

Email:

Phone:

Mobile:

☒ Login account required

**User Account Options**

There are 3 levels of access available - please choose one:

☒ Organisation User (Full access to your organisation)

☐ Active User (ISA registry and management)

☐ Read only user

Update Cancel

4. A Contact window is displayed with contact details populated in the field. Amend the fields on the left as desired
5. To amend the user roles details, on the right-side of the 'Contact' screen under 'User Account Options' to grant the user permissions accordingly
  - (a) For 'Read-only' access, uncheck all the checkboxes
  - (b) For 'Active user' access, only uncheck the 'Organisation profile' checkbox and leave the other two boxes checked
  - (c) For 'Organisation Super User', check all three boxes
6. Click the **Update** ( Update ) button. The 'Contact' screen closes and the 'Organisation' screen is displayed
7. Click **Save and stay** ( Save and stay ) or the **Save and return to dashboard** ( Save and return to dashboard ) button on the bottom-right of the page. The updated details are saved and the Organisation profile is displayed. The new contact will receive a notification email of the changes made

## 16.6 Remove a User Account

1

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' from the navigation bar. The 'Organisation Profile' screen is displayed with the organisation details populated based on the ICO and ODS code details.
2. Scroll down to 'Organisation Contacts' section. Organisation contact(s) details are displayed

3

Name	Role	Email	Phone	Mobile	Create a login?	Edit	Delete
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

3. To delete a contact, under 'Organisation Contacts', click on the **Delete** (  ) button adjacent to the contact
4. A prompt is displayed 'Are you sure you want to remove this contact?'

4

Are you sure you want to remove this contact?

Doing so will remove access to this organisation for this user.

5

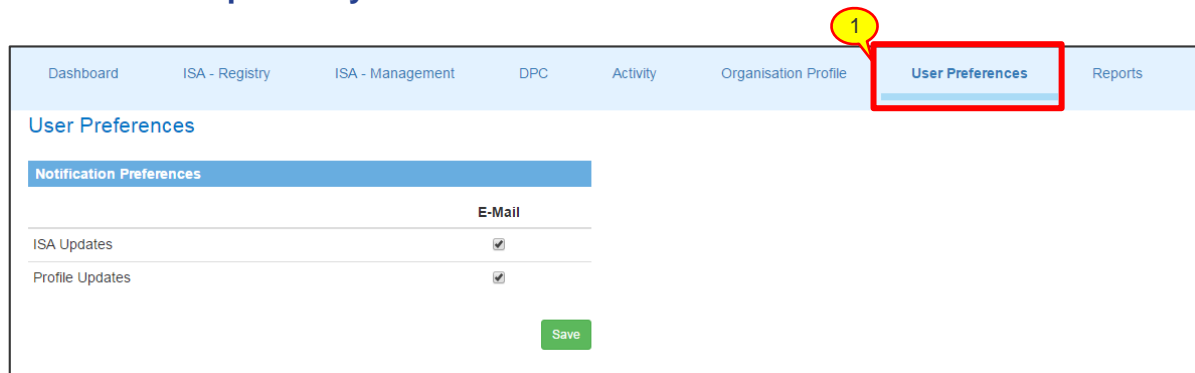
OK Cancel

5. Click **OK**. The contact is removed
6. Click **Save and stay** (  ) or the **Save and return to dashboard** (  ) button on the bottom-right of the page. The updated details are saved and the Organisation profile is displayed

## 17. User Preferences

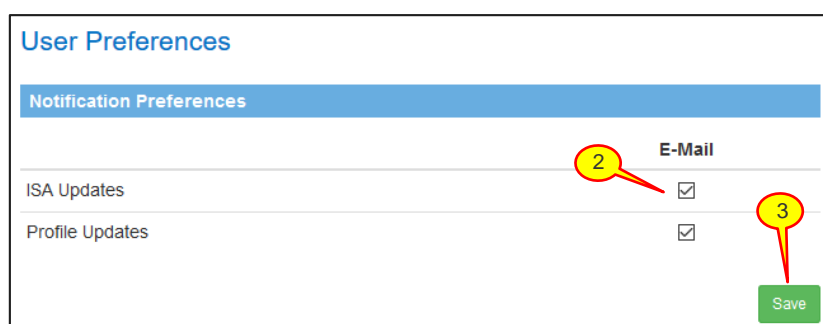
The User Preferences tab enables a user to control notification settings associated with their login account and turn email notifications on and off accordingly.

### 17.1 View and Update My Profile Preferences



The screenshot shows the 'User Preferences' tab selected in the navigation bar. Below the navigation bar, the 'User Preferences' section is displayed. Under the 'Notification Preferences' heading, there is a table with two rows: 'ISA Updates' and 'Profile Updates'. Both rows have a checked checkbox in the 'E-Mail' column. A green 'Save' button is located at the bottom right of the table.


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



This screenshot is similar to the previous one, but with callouts. Callout 2 points to the 'ISA Updates' checkbox, and callout 3 points to the 'Save' button.

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, you are indicating that you do not wish to receive any notifications.

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

## 18. Reports

The 'Reports' tab enables an organisation to extract detailed information about the ISAs, DPIAs 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, DPIAs and DPCs that their organisation is hosting or participating in.

### 18.1 Export to Excel

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.


The screenshot shows the 'ISA - Registry' tab with a table of ISAs. The 'Export to Excel' button is highlighted with a red box. The table has columns for Title, From Date, To Date, DPIA, and Participant Status (Active, Pending, Incoming, Associated, Host, Part Pending, Part Active).

Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
Rajesh 23rc Oct OSU Email test	23-Oct-2017	25-Dec-2017	Required	0	3	0	1	1	0	0
Test ISA-MH	05-Nov-2017	No end date	Required	0	5	0	1	1	0	0
DPIA Nov 09 Data1	09-Nov-2017	No end date	Not Required - Historic	0	0	0	0	0	0	0

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

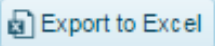
### ISA – Registry tab

	A	B	C	D	E	F	G	H	I	J	K
	Title	From Date	To Date	DPIA	Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
3	Rajesh 23rc Oct OSU Email test	23/10/2017	25/12/2017	Required	0	3	0	1	1	0	0
4	Test ISA-MH	05/11/2017		Required	0	5	0	1	1	0	0
5	DPIA Nov 09 Data1	09/11/2017		Not Required - Historic	0	0	0	0	0	0	0
6	DPIA Nov 09 data 2	09/11/2017		Completed by Upload	0	0	0	0	0	0	0
7	DPIA Nov 09 Data 3	09/11/2017		Not Required - Checklist	0	0	0	0	3	0	0

3. 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:
  - a. ISA title
  - b. Start and End dates
  - c. The DPIAs that have status: Checklist Required, Not-Required – Historic, Required, Completed Digitally, Completed by Upload
  - d. The ISAs that have number of participants who are: Active, Pending, with Incoming requests and third party Associates
  - e. The number of DPCs that are:
    - i. hosted by your organisation
    - ii. another organisation has added and
    - iii. how many of these DPCs you have approved

## ISA – Management (My ISA – Management) tab

	A	B	C	D	E	F	G	H	I	J
1	Create Date	Title	Organisation	From Date	To Date	Status	DPIA	DPC Count	My Org DPC	Message
2	19/10/2017	ISA 1	TEST OSU ORG1	31/08/2017		REQUESTEDMY	Completed by Upload	2	0	
3	20/11/2017	DPIA Nov 20 data 3	TEST OSU ORG1	20/11/2017		ACTIVE	Not Required - Historic	0	0	
4	20/11/2017	021117 DR ISA	TEST OSU ORG1	03/11/2017		UNDERCONSIDERATION	Checklist Required	1	0	
5	20/11/2017	DPIA Nov 09 Test data 02	TEST OSU ORG1	09/11/2017		ACTIVE	Completed by Upload	0	0	
6	20/11/2017	DR 091117 17.16	TEST OSU ORG1	09/11/2017	30/11/2017	REJECTED	Completed Digitally	0	0	
7	20/11/2017	DPIA Nov 09 Data3	TEST OSU ORG1	09/11/2017	21/09/2018	ACTIVE	Not Required - Checklist	0	0	

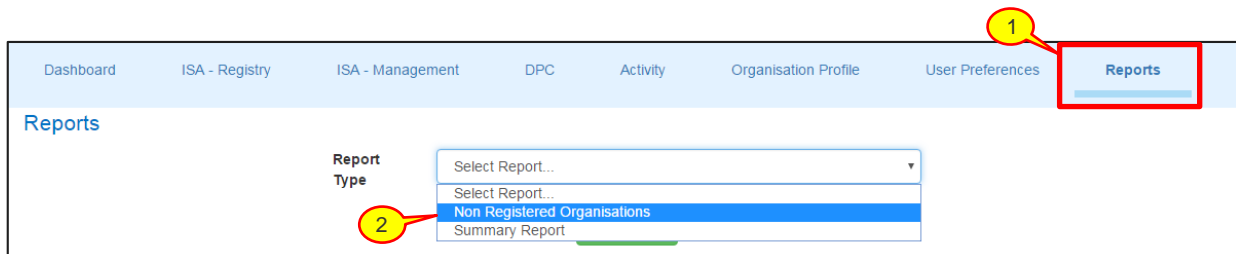
4. Selecting the **Export to Excel** (  ) button will download all of the Information Sharing Agreements details that your organisation is participating in which will contain information such as:
- ISA Title
  - The hosting organisation name
  - Valid from and to dates
  - The status of the ISA you are participating in
  - The total number of DPCs that are attached to the ISAs you are participating in
  - The number of DPCs that your organisation has associated with each ISA
  - Any messages which informs you if an action is required by your organisation

## 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:
- Title of the DPC
  - The type of DPC
  - The number of ISAs each DPC is associated with
  - 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

## 18.2 Non-Registered Organisations Report



The screenshot shows the 'Reports' section of the application. In the top navigation bar, the 'Reports' tab is highlighted with a red box and a yellow callout '1'. Below the navigation bar, the 'Report Type' dropdown menu is open, showing three options: 'Select Report...', 'Non Registered Organisations' (which is highlighted in blue and has a yellow callout '2'), and 'Summary Report'.

- Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed and the Report Type drop-down field is displayed
- 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



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

Table [\[Export Report\]](#)

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	Quadratos 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

## 18.2 Summary Report

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.

Summary [Export Report]

Metric	Count
Number of active ISAs	11
Number of expired ISAs	0
Number of active DPCs	2
Number of expired DPCs	1
Number of DPC to hosted ISA allocations	9
Number of DPC to participant ISA allocations	0
Number of active participants	5
Number of NRO participants	5

Participant Status	Count
Active	5
Associated	5
Pending	19

Dpia Status	Count
Checklist Required	1
Completed by Upload	1
Completed Digitally	5
Not Required - Checklist	1
Not Required - Historic	1
Required	2

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 to ISA and Participation. Click through each to view the corresponding data

	A	B	C	D	E	F	G	H
1	Metric	Count		Participant Status	Count		Dpia Status	Count
2	Number of active ISAs	11		Active	5		Checklist Required	1
3	Number of expired ISAs	0		Associated	5		Completed by Upload	1
4	Number of active DPCs	2		Pending	19		Completed Digitally	5
5	Number of expired DPCs	1					Not Required - Checklist	1
6	Number of DPC to hosted ISA allocations	9					Not Required - Historic	1
7	Number of DPC to participant ISA allocations	0					Required	2
8	Number of active participants	5						
9	Number of NRO participants	5						
10								
11								

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									

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 i DPC	TEST OSU ORG1	Data Processing Contract	SEL	16/10/2017		TRUE	

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

N23									
	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	

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	SEL	#delete-meg test1	ISA Expired	13/08/2017 18:56		

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

## 19. Further Information

### Email

Contact the DCC support team at [england.dccsupport@nhs.net](mailto:england.dccsupport@nhs.net)

### Website

Visit [www.healthylondon.org/digital](http://www.healthylondon.org/digital) to access:

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