GUIDANCE PACK FOR GP PRACTICES

IMPORTANT INFORMATION

Contents

GP information pack guidance document March 2018

1. Introduction

The following information aims to support you in preparing for the introduction of the GDPR and the Data Protection Act 2018. SCW CSU has prepared a number of documents that you can use should you wish to. Below is a brief explanation of each, their purpose and how you can use them.

<u>Please remember that as the Data Protection Bill passes through Parliament there may be further changes that affect any template you implement now and so you are recommended to consider updates and changes if communicated to you.</u>

2. What's new and high level actions

We have captured some of the key changes under the GDPR and have identified some actions that you need to take to ensure that your Practice is compliant. You can personalise this for your own use should you wish to. Where we have provided a template or some further guidance it is indicated in the text under the 'Action' column. This is a word document.

[What's new in GDPR and Actions for your practice](#)

3. Detailed example plan (excel workbook)

An example project plan has been produced for you. This is based on the plan that the Commissioning Support Unit is using to monitor its own compliance. It is not an exhaustive list of everything that you need to review in your Practice; you will need to identify this yourself but there are different worksheets to help you do this. There is a main checklist tab where tasks have been mapped to the Information Commissioners Office 12 steps guidance which you can access through a link in the document. There is also reference to guidance that the Information Governance Alliance has produced. You may already be using your own template and if that is the case just ensure it includes any new requirements under the GDPR. There are a number of worksheets in the workbook that will help you capture some key information. A brief description of the tasks to consider and also a date tracker is included for you to personalise. Links to key information sources for further guidance where currently available, are included. This is an excel document.

[GDPR example Plan for GP use](#)

4. Fair Processing Notices (FPN) – Individual Rights

There are 4 documents available for you to consider. There is guidance on what an FPN should contain. There is a checklist for you to use to assess your current FPN and identify if you have amendments to make. A model Privacy Notice "Protecting your Confidentiality" has been developed in conjunction with the Oxfordshire Information Sharing Framework (OISF) Project Team and includes details of the processing outlined in the OISF data sharing protocols developed in line with the Buckinghamshire, Oxfordshire &

Berkshire (BOB) Information Sharing Framework.

There is also an example of a poster called 'How we use your information'; you may wish to use this to base your own on if you intend to print any for display in your Practice. These are word documents.

[Fair Processing Notice-Guide](#)

[Fair Processing Checklist](#)

[Privacy Notice](#)

[How we use your information poster](#)

An example Privacy Notice for your staff is also included which you can adapt and make available to staff on your intranet.

5. Consent guidance and checklist - Consent

If you carry out any processing where you rely on the consent of your Patients to do this, you will need to ensure that any consent form or statement meets the expectations of the GDPR which are higher than the current Data Protection Act 1998. We have included some guidance for you along with a checklist that you can use to assess any consent forms you have and use. This is a word document.

[Consent under GDPR and the Data Protection Act (2018)](#)

6. Information Asset Register - Accountability and Governance

A comprehensive template has been prepared for you that include the key information to include in an information asset register. There are a number of worksheets in this workbook. You may already have a register in your practice that you use which is fine. You do need to consider whether it captures everything required to demonstrate 'accountability and governance' under the GDPR so you may wish to review yours against the one provided. If you wish to use the template, please personalise it with your own assets using the examples as guidance. This is an excel document.

Electronic Documents

7. Data Flow mapping template – Accountability and Governance

A comprehensive template has been prepared for you that includes the key information to include in a data flow mapping record. This is a key document and there is one main worksheet in this workbook. You may already have a record of all of your data flows in your practice that you use which is fine. You do need to consider whether it captures everything required to demonstrate 'accountability and governance' under the GDPR so you may wish to review yours against the one provided. In order to comply with the GDPR and the new Data Protection Act you MUST know what information you process, who you obtain it from, how you receive and share it, how you use it, and what type of data is it and where you keep it. You MUST identify the legal basis that you rely upon for processing that data which must comply with the conditions for processing in the GDPR Article 6 and Article 9 for certain types of data. If you wish to use the template, please personalise it with your own data flows using the examples as guidance. This is an excel document.

Data Flow mapping template

8. Data Protection Impact Assessment Process (DPIA) – Privacy by Design

An example DPIA template has been provided for you. This is based on the Information Commissioners Office guidance currently published. You may already have your own template and if that is the case, just ensure it includes any new requirements under the GDPR. This is a word document.

Data Protection impact assessment

9. Data Security Standards and CQC

The Data Security Standards document provides 10 steps to help you implement the National Data Guardian's recommendations on data security. CQC's inspection framework now includes monitoring of the data security standards.   This is a word document.

Data Security Standards

10. Further guidance and help

Guidance is being updated all of the time. A number of key organisations and links to their websites are listed below for you. The BMA have recently issued guidance specifically for GP's and the link to that is included below.

The Information Commissioners Office

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

NHS Digital Information Governance Alliance

https://digital.nhs.uk/information-governance-alliance/General-Data-Protection-Regulation-guidance

UK Parliament website – Data Protection Bill progression

https://services.parliament.uk/bills/2017-19/dataprotection.html

The British Medical Association

https://www.bma.org.uk/advice/employment/ethics/confidentiality-and-health-records/gps-as-data-controllers

NHS Employers

http://www.nhsemployers.org/case-studies-and-resources/2017/12/changes-to-data-protection-requirements-under-the-general-data-protection-regulations

Gov.uk website

https://www.gov.uk/government/publications/data-protection-bill-general-processing

Centre of Excellence for Information Sharing

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http://informationsharing.org.uk/gdpr/

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