**NSFT Learning Disability Service and GP Practices LD (Waveney Area) Suffolk**

The West Suffolk, Ipswich & East Suffolk and North East Essex STP Partners Information Sharing Agreement (ISA) is not a legally enforceable document or a contract. The overarching agreement identifies best practice for systematic data sharing of health and social care information between signatories and this Information Sharing Protocol (ISP) sits beneath the ISA and intends to provide granular detail of specific sharing initiatives agreed to by the parties involved.  
  
The ISP is provided to all parties to support risk mitigation and to provide a consistent approach to managing data flows that are already routinely occurring.

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| **Name of Routine Sharing Practice** |
| Adult Learning Disability Community Team (Waveney), CAMHS Learning Disability (Waveney) and Primary Care – GP Practices Waveney area (Suffolk). (IGT-144346 / DPIA IGT-97080) |
| **Partner Organisations** |
| Norfolk and Suffolk NHS Foundation Trust (NSFT)  Suffolk GP Federation (Waveney area) (Appendix A - list of GPs Waveney area)  GP Surgeries – Appendix A |
| **Description of Routine Sharing Practice** |
| The Adult Learning Disability Community Team (Waveney) and CAMHS Learning Disability Team (Waveney) services as commissioned by the Great Yarmouth and Waveney CCG has been re-modelled. The developing service will link more directly to GP practices in the Waveney area to offer support, advice and training. As part of this project, the team is tasked to assist GP practices in ensuring that their Learning Disability (Adult and Adolescent) registers are accurate.  In order to be able to assist GP’s in maintaining their learning disabilities registers, it will be necessary to cross-reference NSFT service user information with information that GPs (Waveney area) hold about their patients.  During this process, additional clinical information about patients may need to be shared on a need to know basis, in order to make clinical decisions.  GP practices will be required to share information with NSFT. (Information about service users who are open to NSFT service is already shared with GP surgeries). |
| **Effective Date** |
| The agreed data may continue to be shared from the review date of December 2019 until further notice. Sharing is not affected by the review date. |
| **Review Date** |
| The ISP has been reviewed in December 2019; if it is still required, it will be reviewed after four years, e.g. in December 2023. |
| **Agreed Data Set** |
| Information to be shared includes:   * Personal identifiable information – including NHS number, DoB, Address, NoK * Specific risks * Clinical information to ascertain indications of diagnosis of a learning disability   To inform:   * Patients on GP Learning Disability registers for all Waveney GP practices. * Details of patients open to NSFT Learning Disability Service |
| **Methods of Transfer** |
| Information will routinely be shared verbally during liaison sessions and on a need to know basis. On occasions additional methods of transfer may include:   * Telephone contact * Written information * Secure email communication (Note: emails from @nsft.nhs.uk and @nhs.net are secure over Transport Layer Security (TLS)). |
| **Legal Relationship** |
| NSFT, Suffolk GP Federation and individual GP practices are Data Controller over the data under their control. |

**The sections below apply across all identified processing activities**

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| **Lawful Basis (GDPR)** | | |
| Article 6 (1) (e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.  Article 9 (2) (h) Processing is necessary for medical diagnosis, the provision of health or social care treatment or the management of health or social care systems. | | |
| **Lawful Basis (Common Law Duty of Confidentiality)** | | |
| A relationship of confidence exists between the patient and the healthcare organisation due to the nature of the relationship and information being shared.  As a signatory to the ISA, each partner organisation is required to ensure the data subject is provided with a Privacy Policy that identifies when and with whom information will be disclosed.  The Common Law Duty is presumed to have been lawfully set aside by virtue of a lawful and proportionate disclosure that the individual reasonably expects. | | |
| **Lawful Basis (ECHR)** | | |
| Article 8 (1) rights are engaged by virtue of the nature of the information exchanged and the potential for interference which has a significant impact on the private life of the individual.  Article 8 (2) applies. Disclosure from a signatory to the ISA is presumed to represent an interference with the 8(1) right that is; in accordance with law; necessary and proportionate; and for the protection of health and morals | | |
| **Transparency Requirements** | | |
| This activity is included in multi layered transparency notices in place for all Controller parties. | | |
| Organisational and technical measures to be maintained by all parties:  All Partners are compliant with the Data Security and Protection Toolkit (maintaining a “satisfactory” score).  There is an appropriate sharing agreement or processing contract in place.  Access to the data controlled and, where possible, audited by sharing partners.  Recommended transit methods involve encryption. | | |
| **Data Protection Officer Contact Details** | | |
| Suffolk GP Federation and Beccles MC | Emma Cooper | [emma.cooper35@nhs.net](mailto:emma.cooper35@nhs.net) |
| NSFT | Richard Green | [dataprotectionofficer@nsft.nhs.uk](mailto:dataprotectionofficer@nsft.nhs.uk) |
| General Practice | Emma Cooper | Emma.cooper35@nhs.net |

**APPENDIX A**

**Waveney Area GP Surgeries**

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| **SURGERY** | **NUMBER** | **PRACTICE**  **MANAGER** | **EMAIL** |
| Alexandra Road & Crest View Surgeries  141 Crestview Drive  Lowestoft  NR32 4TW | 01502 526060 | Janette Hunter | [janettehunter@nhs.net](mailto:janettehunter@nhs.net) |
| High Street Surgery  High Street  Lowestoft  NR32 1JE | 01502 589151 | Tracy Neave | [tracyneave@nhs.net](mailto:tracyneave@nhs.net) |
| Bridge Road Surgery  1a Bridge Road  Oulton Broad  Lowestoft NR32 3LJ | 01502 565936 | Clive Sillitoe | [clive.sillitoe@nhs.net](mailto:clive.sillitoe@nhs.net) |
| The Surgery  82 Victoria Road  Lowestoft  NR33 9LU | 01502 572369 | Doug Riley | [doug.riley@nhs.net](mailto:doug.riley@nhs.net) |
| Rosedale Surgery  Ashburnham Way  Lowestoft  NR33 8LG | 01502 505100 | Lisa Andrews | [lisa.andrews2@nhs.net](mailto:lisa.andrews2@nhs.net) |
| Andaman Surgery  303 Long Road  Lowestoft  NR33 9DF | 01502 517346 | Michelle Kears | [michelle.kears@nhs.net](mailto:michelle.kears@nhs.net) |
| Bungay MC  28 St Johns Road  Bungay  NR35 1LP | 01986 892055 | Rigby Whittaker | [Solebay.healthcentregp@nhs.net](mailto:Solebay.healthcentregp@nhs.net)  (FAO Rigby Whittaker in email) |
| Longshore Surgery  42 Field Lane  Kessingland  Lowestoft  NR33 7 | 01502 740203 | Kash Gopee | [kash.gopee@nhs.net](mailto:kash.gopee@nhs.net) |
| Cutlers Hill Surgery  Bungay Road  Halesworth  IP19 8SG | 01986 874618 | Sally Towler | [sallytowler@nhs.net](mailto:sallytowler@nhs.net) |
| Sole Bay HC  Teal Close  Reydon Southwold  IP18 6GY | 01505 722326 | Rigby Whittaker | [Solebay.healthcentregp@nhs.net](mailto:Solebay.healthcentregp@nhs.net)  (FAO Rigby Whittaker in email) |
| Kirkley Mill HC  Clifton Road  Lowestoft  NR33 0HF | 01502 532599 | Maxine Hunt | [gywccg.kirkleymillhealthcentre@nhs.net](mailto:gywccg.kirkleymillhealthcentre@nhs.net)  (FAO Maxine Hunt in the email)  Kafico |
| Beccles MC  St Mary’s Road  Beccles  NR34 9NX | 01502 712662 | Caroline Bentley | [gywccg.becclesmedical@nhs.net](mailto:gywccg.becclesmedical@nhs.net)  (FAO Caroline Bentley in the email)  Kafico |