**Harvey Walsh GP Practice Data Extraction Authorisation and Data Processing Agreement (DPA): ARRISA-UK Study**

**This form once signed confirms approval from the Data Controller within the Practice that Harvey Walsh Limited may extract and process the patient data (study ID, NHS number, date of birth, gender/sex) required to be transferred to NHS Digital for the sole purpose of secondary care record data linkage with Hospital Episodes Statistics (HES) and mortality data for the ARRISA-UK Study.**

**Harvey Walsh Limited (“HW”) are acting as the Data Sub-Processors for Optimum Patient Care Limited (“OPC”) who act as Data Processors on behalf of the ARRISA-UK Study. HW delivers the ARRISA-UK Study data sub-processing as a third party service provider to the University of East Anglia (“UEA”), and performs data sub-processing services in accordance with the Data Processing Agreement in the form set out in Schedule 1 and entered with the Practice.**

**Each Practice wishing to take part in the ARRISA-UK Study and transfer Data for HES data linkage is required to complete this Authorisation Form and Data Processing Agreement (“Agreement”). The purpose of this Agreement is to confirm that your Practice agrees to the data being transferred, in accordance with the Explanatory Notes shown below.**

**To be completed by the Practice:**

|  |  |
| --- | --- |
| **Practice Name**  |  |
| **Practice Organisation Code** |  |
| **Name of GP Practice System** |  |
| **Practice Contact Name** |  |
| **Email Address for Practice Contact** |  |
| **Telephone Number for Practice Contact** |  |

**Practice Consent**

* On behalf of the Practice named in the Authorisation Form (“Practice”), I confirm that: I authorise the provision of data for the ARRISA-UK Study (“Study”).
* I have made my partners, other stakeholders of the Practice and Patients aware of the Study in accordance with this Authorisation Form and Data Processing Agreement.
* I agree to enter into this Agreement with Harvey Walsh Limited (“HW”).
* I understand that it is the Practice responsibility to ensure that any patient who has opted out of data sharing for this study or research, including any patient who has expressed so via the National Data Opt-out Policy, has been coded correctly with the opt-out codes and excluded from any data shared with HW.
* I understand that the data will be extracted and transmitted via HTTPS secure transmission via HCSN and will be provided to NHS Digital for the purpose of secondary care data linkage for the Study.
* For and on behalf of the Practice, in my role as Data Controller of the practice patient data under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, I consent to the use of patient data in accordance with the conditions in the Explanatory Notes and terms set out in this Agreement.

|  |  |
| --- | --- |
| **Authorised Signatory on behalf of the Practice****(Data Controller)** | **Authorised Signatory on behalf of Harvey Walsh Limited SIO (Data Processor)** |
| Print Name: |  | Print Name: | Sue Beecroft |
| Signature: |  | Signature: | A picture containing game  Description automatically generated |
| Date: |  | Date: | 15/07/2020 |

This form will be submitted electronically to the GP practices participating in the data transfer.

When complete and signed, please return this agreement to the ARRISA-UK Study office at:

ARRISA-UK.MED@uea.ac.uk

or

ARRISA-UK study - NCTU / MED / UEA / Earlham Road, Norwich NR4 7TJ

**Schedule A – Details of Processing**

Subject-matter of the processing of personal data:

* Service Provider processes personal data for the purposes of providing the data transfer and processing of data for the sole purpose of data linkage to Hospital Episode Statistics (HES) and mortality data for the ARRISA-UK Study by NHS Digital
* Service Provider processes personal data for the purposes of providing technical support and responding to data queries.

Duration of the processing of personal data:

* During the term of the DPA.

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of Processing** | **Purpose of Processing** | **Type of Personal Data** | **Categories of Data Subject** |
| Service Provider receives data from the Practice to establish and maintain user accounts. | Set-up and management of user authentication credentials. | Name, email address, practice code, IP address and location data. | Practice staff, consultants, contractors and directors;  |
| Service Provider receives IT support and data queries by email or telephone, log the request, respond to the request by email or telephone, mark the request as complete, retain the support log for the duration of the DPA. | Provision of support and responding to Practice queries. | Name, email address, telephone number, job title, IP address. | Support contacts |
| Service Provider receives information from the Practice on patients in order to provide this information to NHS Digital for the sole purpose of linking this data to Hospital Episode Statistics and mortality data for the ARRISA-UK Study. | To undertake clinical research | NHS number, date of birth, gender (sex), study ID. | Patients |

Sub Processors:

Harvey Walsh store the data in a secure server which is in a HSCN environment secure server at Piksel in England who act as a Data Processor.