

**East London NHS Foundation Trust
Information Sharing Agreement**

Title <i>ASsuRED study</i>	
Purpose of the Document	This Agreement sets out how East London NHS Foundation Trust will share the specific information referred to below
Status <i>This will be 'Draft' until approved</i>	Approved
Document Reference	
Version <i>Version will be 0.1 etc until approved then becomes 1.0 etc</i>	1.0
Date of this version	
Author(s) <i>This will be the requesting organisation or the ELFT team supporting the request</i>	City University of London
Responsible role for approval	ELFT Data Protection Officer
Approved by originating committee, executive or departmental management group <i>Leave blank until approved</i>	
Date of approval <i>Leave blank until approved</i>	
Review date: <i>Leave blank until approved – two years maximum</i> ELFT will review this agreement at regular intervals. It will confirm in writing whether the Agreement and associated processes may continue. Should consent be withdrawn, the Trust will notify all interested parties.	18/05/2023

ORGANISATIONS REQUIRING ELFT TO SHARE INFORMATION – *complete one row for each organisation*

Organisation	HQ address	Team address	Team contact (name, job role, email and telephone)
1. City University of London	Northampton Square, London, EC1V 0HB	Myddelton Street Building, Myddelton Street, London EC1R 1UW	Dr Sally O’Keeffe, Programme Manager, sally.okeeffe@city.ac.uk 07854 522 577

INFORMATION SHARING

Purpose for sharing information
ELFT liaison psychiatry teams are taking part in the ASsuRED research study. The purpose of sharing information is to transfer data (recordings of clinical sessions) that is being collected by the liaison psychiatry teams to the research team who are conducting the study.

Intended use of information
For research purposes (with informed consent).
Information / data sets required
<p>Recordings of clinical sessions between liaison psychiatry practitioners and patients taking part in the ASsuRED study. Sessions will only be recorded when fully informed consent has been obtained from both the practitioner and patient. They can decline to be recorded without this affecting their treatment or involvement in the study.</p> <p>Participants are aware that their data will be shared and held by City, University of London as the study sponsor. The recordings will be held on a secure sever at the university, accessible only to members of the project research team. Recordings will be held for up to 20 years, as stated in the information sheet provided to participants. Recordings will not be shared with third parties.</p> <p>Recordings will be transferred from ELFT to City University of London by Egress, a secure platform for transferring large files. The license is held by City University. The practitioners in ELFT will be set up with an Egress account with access to a protected Zone, which they can upload their recordings to. The researchers at City University will download the recordings to the secure university server and the recordings will then be removed from Egress. The practitioners in ELFT will delete the local copy of the recording, once it is confirmed the files have been safely stored.</p>
Implications of any refusal to share information
None

RESPONSIBILITIES

Organisations will:

Not knowingly or negligently process the personal data shared through this agreement in such a way that it places the Trust (referred to as the 'Data Controller') or any other party in breach, or potential breach, of the DPA or any relevant associated legislation.

Only use the information shared with it through this agreement for the purpose(s) agreed with the Data Controller for that information.

Comply with any specific requirements specified by the Data Controller regarding the processing of personal information which the Data Controller shares through this agreement.

Only disclose personal information shared with it through this agreement where permission for that disclosure has first been agreed by the Data Controller which provided the information **unless** the agency considers that there is a clear legal obligation for disclosure without the Data Controller's permission.

Immediately inform the Data Controller of any breach (or potential breach) of the DPA, or other relevant legislation, in relation to its processing of the information provided by the Data Controller.

Indemnify the Data Controller(s) against any costs incurred as a result of the agency's failure to comply with the requirements of the DPA or any relevant associated legislation.

Provide assurance that mandatory standards have been met by completing NHS Digital's Data Protection and Security Toolkit for all requirements.

AGREEMENT

This agreement sets out the core requirements which each agency undertakes to comply with whenever the sharing of personal data between the agencies is proposed, considered or undertaken.


The participating organisations recognise that the duty to share information can be as important as the duty to protect patient confidentiality (7th Caldicott Principle, a legal requirement under the Health and Social Care Act, 2015).

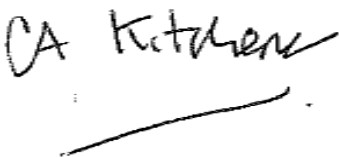
The sharing and use of any personal data may be subject to a Data Privacy Impact Assessment [DPIA], undertaken by the Data Controller. The DPIA will be kept on file by the Data Controller. In addition to providing justification for the sharing of personal data for specified purposes, DPIAs will evidence compliance with the principles of the Data Protection Act 2018. If the DPIA needs updating as a result of this ISA, then the Data Controller will undertake that task.

This agreement **does not** constitute an overarching permission for the broad, comprehensive or unchallenged sharing of personal data. It provides a framework for the sharing of information which aligns with the purpose(s) set out above, and for no other purpose.

SIGNATORIES TO THE AGREEMENT

Please do not sign until asked to do so

Organisations One row per organisation	Name	Position	Signature	Date
1. East London NHS Foundation Trust	Edward Lander	Service Manager- Newham Crisis Pathway and Specialist Teams		12 5 21
2.				

Data Controller	Name	Position	Signature	Date
East London NHS Foundation Trust	Chris Kitchener	DPO		18.05.2021