



Data Controller Console

User guide for the Regional Super User (RSU)

December 2017

Document Version History

Version	Date	Author	Reason for update
V1.0	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.
V1.1	Sept 2017	Muhitul Haque	Updated to DCC release 1.2 (Entity Tagging & Audit and Reporting)
V1.2	Oct 2017	Muhitul Haque	Updated to DCC release 1.3 (DPC) and updated all screenshots to include colour change on navigation tabs.
V1.3	Dec 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

Contents

1. Introduction	1
1.1 Data Controller Console.....	1
1.2 Minimum Browser Requirement.....	1
2. Roles and Responsibilities	2
2.1 DCC User Groups	2
2.2 RSU responsibilities.....	3
3. Logging In and Out.....	3
3.1 New features to the DCC.....	3
3.2 Session Time Out.....	3
3.3 Login to the Data Controller Console.....	4
3.4 Change (Reset) Password.....	5
3.5 Forgotten Password.....	6
3.6 Notification of Password Change.....	8
3.7 Logging Out of the Application	8
4. Manage Dashboard	9
4.1 Regional Map.....	9
4.2 Notification Section.....	9
4.2.1. Take Action on a Notification.....	9
4.2.2. Remove a Notification.....	10
4.2.3. Remove all Notifications.....	10
4.3 Summary Section.....	11
5. Search for and view ISAs	12
5.1 Search for and view ISAs that another organisation is hosting in your region.....	12
6. Invite an organisation to join the DCC.....	13
6.1 Register an organisation to the DCC.....	13
6.2 Respond to a request made by an organisation to join the DCC.....	17
6.3 Resend an invitation to join the DCC.....	19
7. Create an Information Sharing Agreement (ISA)	21
7.1 ISA 'Details' Tab.....	23
7.2 ISA 'Contacts' Tab.....	24
7.3 ISA 'Organisations' Tab	27
7.4 ISA 'Non-Registered Organisations' Tab	28
7.5 ISA 'DPIA' Tab	29
7.6 ISA 'DPCs' Tab	30

8. Data Protection Impact Assessment (DPIA)	31
8.1 What is a DPIA?	31
8.2 When should a DPIA checklist be completed?	31
8.3 How do I complete a DPIA checklist?	31
9. Search for and view Data Processing Contracts (DPCs)	34
9.1 Search for and view DPCs that your organisation is hosting	34
10. Create a Data Processing Contract (DPC)	35
10.1 Create DPC & upload contract	35
10.2 Add a processing 'Organisation' to your DPC	37
11. Maintain a Data Processing Contract (DPC)	39
11.1 Edit & Update your organisations DPC	39
11.2 Upload New Version of a document in your organisations DPC	40
11.3 Delete a document from your organisations DPC	41
11.4 Mark your DPC as Private (Restrict others from viewing the DPC)	42
11.5 To terminate a Data Processing Contract	43
11.6 Add a DPC to another organisations ISA (Add as a participant of an ISA)	44
12. Manage User Accounts	45
12.1 Switch Role	46
13. Reports	47
13.1 Export to Excel	47
13.2 Housekeeping Reports	48
13.3 Non-Registered Organisations Report	49
13.2 Summary Report	50
14. Further Information	52
Email	52
Website	52

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.

1.2 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.

Welcome to the Data Controller Console





This application does not support your current version of Internet Explorer.
Please either upgrade Internet Explorer to version 10 or above, or use any recent version of Chrome, Edge, Firefox or Safari.

2. Roles and Responsibilities

2.1 DCC 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:

 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'. This user has access to ALL functionalities (register organisation, create ISA, update Organisation and ISA, create users, update user details, upload documents etc.)
 Organisation Super User (OSU)	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), It is expected that every organisation will have a minimum of two Organisation Super Users to facilitate appropriate management and access to the DCC.
 Active User (AU)	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.
 View Only User (VOU)	This user has access to functionality for viewing the organisation details and ISAs only.

2.2 RSU responsibilities

The Regional Super Users role is crucial in ensuring that the DCC is rolled out across the Health and Care providers across the London Region.

Some of the tasks normally performed by an RSU role are:

- Send out invitations to join the DCC
- Accept / Reject an organisation wanting to join the DCC
- Ensure that the organisations details within their STP region is accurate
- Create (Add) / Update an Information Sharing Agreement (ISA) for an organisation

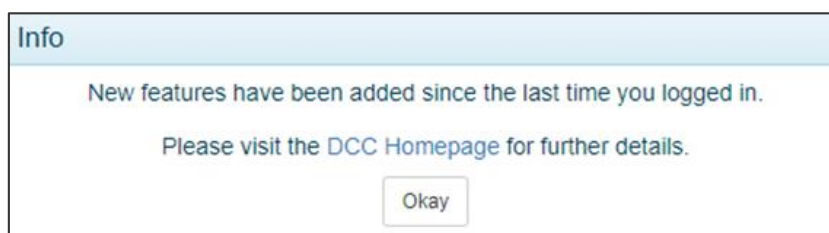
3. Logging In and Out

Your login details will be sent to you by the DCC team once an account has been created for you. Please contact the DCC team at england.dccsupport@nhs.net if there are new RSUs joining your region or leaving so that they can keep an up-to-date record.

You will receive an email from: 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, please check your spam / junk inbox as some spam filters block this email.

3.1 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.

3.2 Session Time Out

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 section '3.5-Forgotten Password'.

3.3 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

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 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 1.312 [TRAINING]

muhtul haque@DCC
[Regional User]

NHS
London Region

Dashboard ISA - Registry DPC Organisations 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

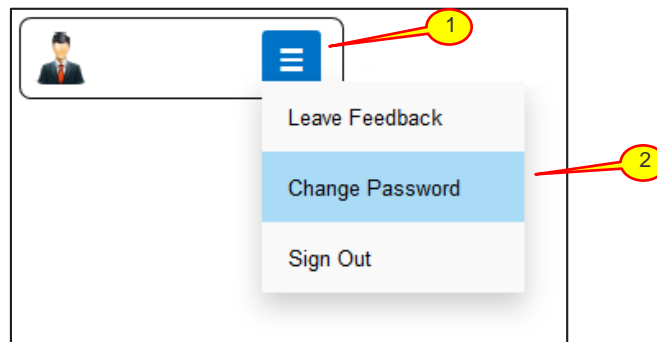
Summary

Status	Online
ISA Expired	27
ISA Expiry Notification Date Passed	29
ISA Review Required	1
ISA Non-Registered Organisation Review Required	11
ISA Total	41
Organisations Pending	12
Organisations Total	37
DPIA Checklist Required	38

3.4 Change (Reset) Password

1. 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 enter your current password and new password

A screenshot of the 'Change Password' form. It contains three input fields labeled 'Current Password', 'New Password', and 'Confirm password'. A red circle with the number '3' points to the 'Current Password' label. A red circle with the number '4' points to the 'New Password' and 'Confirm password' fields. At the bottom is a green button labeled 'Change Password'.

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

You are now logged in to the Data Controller Console and the dashboard is displayed

5

Data Controller Console
Beta 1.312 [TRAINING]

muhtul haque@DCC [Regional User]

NHS
London Region

Dashboard | ISA - Registry | DPC | Organisations | 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	27
ISA Expiry Notification Date Passed	29
ISA Review Required	1
ISA Non-Registered Organisation Review Required	11
ISA Total	41
Organisations Pending	12
Organisations Total	37
DPIA Checklist Required	38

3.5 Forgotten Password

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

Click on the 'Forgot your password?' link below the Login button. The 'Forgot your password?' screen is loaded with an **Email** field.

1

Welcome to the Data Controller Console

Login with your username or register using the buttons below.

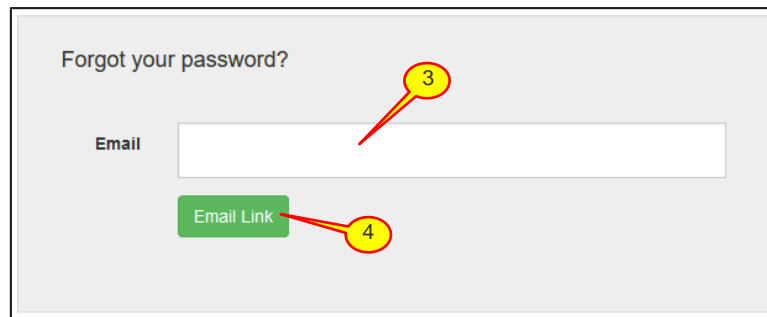
Username

Password

2

Forgot your password?

Register New Organisation

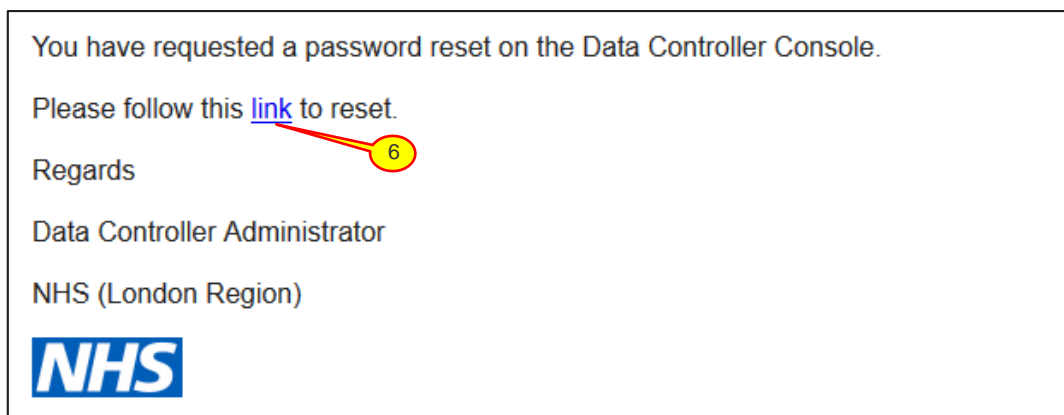


Enter the email address in the **Email** field that you used to register to the Data Controller Console.

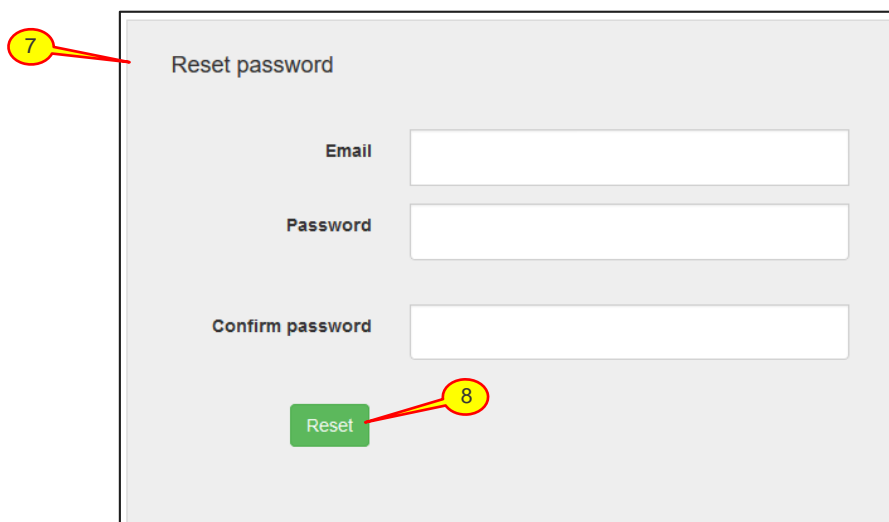
Select the **Email Link** () button

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.



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'

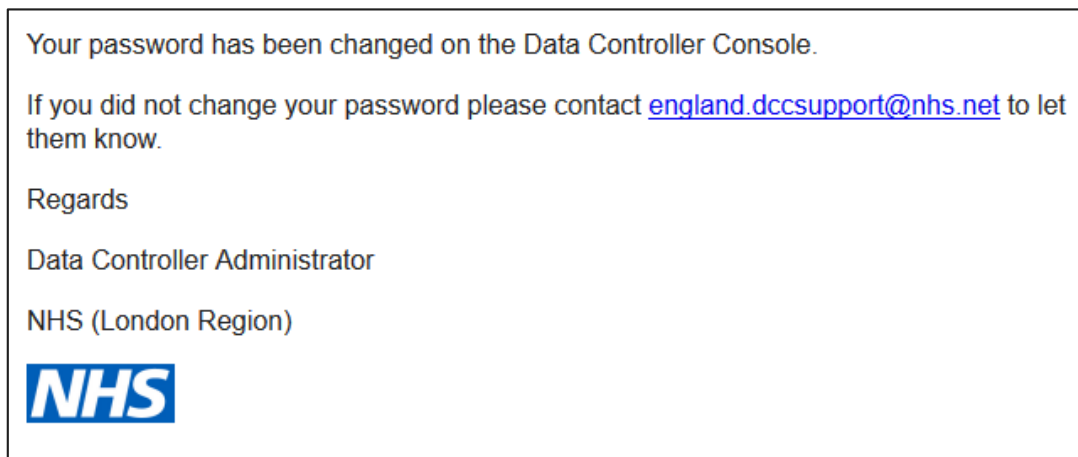


The 'Reset password' screen launches in the browser with fields to enter your **Email**, **Password** and to **Confirm password**


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'

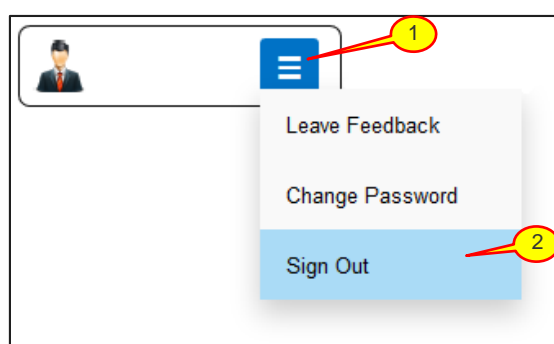
3.6 Notification of Password Change

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 and let them know immediately.



3.7 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

4. Manage Dashboard

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

Map showing the 5 different Sustainability & Transformation Plan (STP) footprints for the London Region:

- NORTH CENTRAL LONDON
- NORTH EAST LONDON
- NORTH WEST LONDON
- SOUTH EAST LONDON
- SOUTH WEST LONDON

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

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 Section

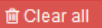




The Dashboard 'Notification' section provides useful information about the updates to ISAs and DPCs and any pending action(s) that is required by an organisation.

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.

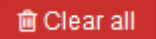
Notifications - the most recent notifications you have asked for	
	
Notification	
Updated ISA Agreement - ISA MainOrg1 2	
Invite to ISA MainOrg1 1	
Request from Main Org 1 to ISA MainOrg2 5	
Request from Main Org 1 to ISA MainOrg2 1	

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 Section

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	27
ISA Expiry Notification Date Passed	29
ISA Review Required	1
ISA Non-Registered Organisation Review Required	11
ISA Total	42
Organisations Pending	13
Organisations Total	40
DPIA Checklist Required	39
DPIA Required	3

Note: The status categories below will be displayed if there are no matching ISAs or DPCs that fall in that 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 Review 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 Accept, Reject or place the invitation Under Consideration.</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 Accept, Reject or place the invitation Under Consideration.</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 Accept or Reject 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 Under Consideration , and there for you must make a decision to either Accept or Reject the invitation.
ISA Management Total	Click to see a list of all of the ISA's your organisation had been invited to participate in or you have requested 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
Organisations Pending	Click to see the organisations that require an RSU from your STP region to either Accept or Reject their application to register on the DCC
Organisations Total	Click to see the total number of organisations that are in the DCC. This includes all Registered as well as invited organisations
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

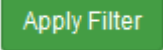
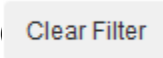
5.1 Search for and view ISAs that another organisation is hosting in your region

The screenshot shows the 'ISA - Registry' tab selected in the navigation bar. A search bar is located above the table, and a table of ISAs is displayed below. The table has columns for Title, Organisation, Region, From Date, To Date, DPIA, and Participant Status (Active, Pending, Incoming, Associated, Host, Part Pending, Part Active). The table lists several test ISAs with their respective details.

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 in your region
3. Above the list of ISAs, a search facility is available with search boxes allowing you to search by 'Agreement Title', 'Agreement Reference' and 'Status' etc

This close-up shows the search bar with fields for 'Agreement Title / Reference', 'Organisation Name', 'Any Region', 'Any Status', 'Any DPC St', 'Any DPIA S', and 'Choose Services'. There are 'Apply Filter' and 'Clear Filter' buttons.

4. Enter the search preferences in the *Agreement Title* or *Agreement Reference* search fields. You can also narrow down the search by selecting the 'Any Status' filter if desired from the drop-down list

- Then select the **Apply Filter** () button or press the 'Enter/Return' key on the Keyboard to display the filtered results
- To clear the fields and search again, select the 'Clear Filter' () button.
Search results are displayed
- Select the desired ISA from the search results by clicking on the title. The 'ISA - Registry > Edit Details' screen is displayed

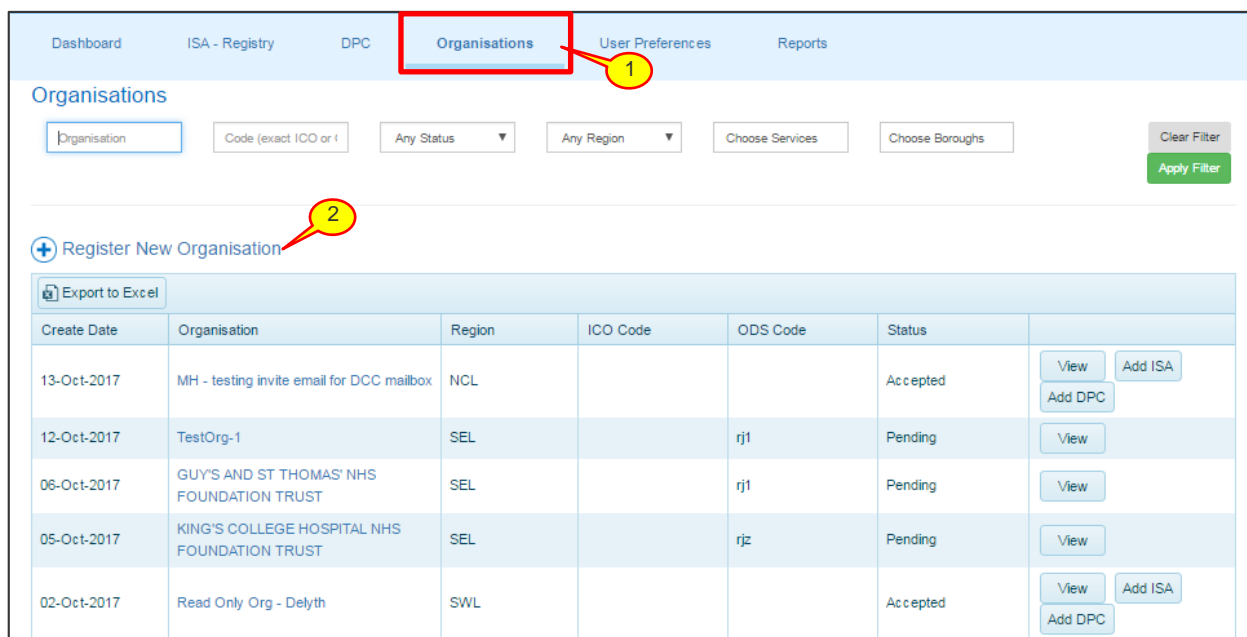
Caution: If the organisations name is selected from the search result then you will be taken to the host organisations profile in read-only mode and not the ISA.

6. Invite an organisation to join the DCC

One of the crucial roles of a RSU is to invite an organisation to register on the DCC. As a Regional Super User (RSU), you can:

- Register an organisation to the DCC
- Respond to a request made by an organisation to join the DCC or
- Resend an invitation to join the DCC

6.1 Register an organisation to the DCC




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


Organisations

Organisation Code (exact ICO or I) Any Status Any Region Choose Services Choose Boroughs

+ Register New Organisation


Create Date	Organisation	Region	ICO Code	ODS Code	Status	
13-Oct-2017	MH - testing invite email for DCC mailbox	NCL			Accepted	<input type="button" value="View"/> <input type="button" value="Add ISA"/> <input type="button" value="Add DPC"/>
12-Oct-2017	TestOrg-1	SEL		rj1	Pending	<input type="button" value="View"/>
06-Oct-2017	GUY'S AND ST THOMAS' NHS FOUNDATION TRUST	SEL		rj1	Pending	<input type="button" value="View"/>
05-Oct-2017	KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST	SEL		rjz	Pending	<input type="button" value="View"/>
02-Oct-2017	Read Only Org - Delyth	SWL			Accepted	<input type="button" value="View"/> <input type="button" value="Add ISA"/> <input type="button" value="Add DPC"/>

- To register a new organisation on to the DCC, select the 'Organisations' tab
- Select the **Register New Organisation** ( Register New Organisation) button

3. The Organisation Profile form is loaded in the background with a pop-up dialog box in the foreground requesting ICO Registration Number and ODS code for the new organisation
4. If you have the information at hand then enter them in the dialog box, otherwise, select the **OK** () button

5. Under 'Organisation Profile Details' section in the registration page, complete the mandatory fields highlighted in pink; **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, you will need to complete an additional field of **Role Category** for each contact in the 'Add new Contact' form

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

7. A 'Contact' form is displayed. Populate the required fields accordingly

Note: At least one **Caldicott Guardian** contact must be assigned to the organisation

8. Place a tick on the 'Login account required' check box to assign a user account for the contact

Note: At least one user account must be allocated for the organisation with OSU login privilege

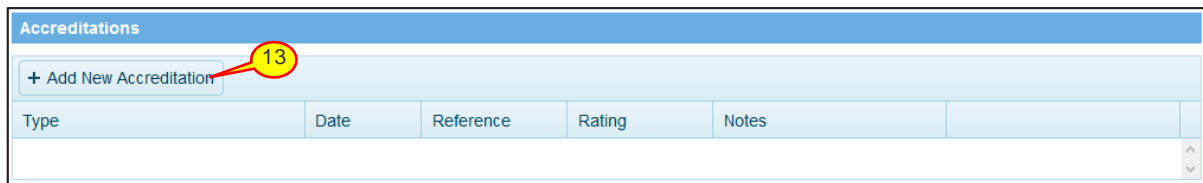
9. Select the **Update** (✓ Update) button to continue

10. 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

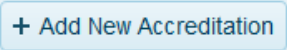
11. Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough. To select everything on the list, click 'All London Boroughs' tag at the top

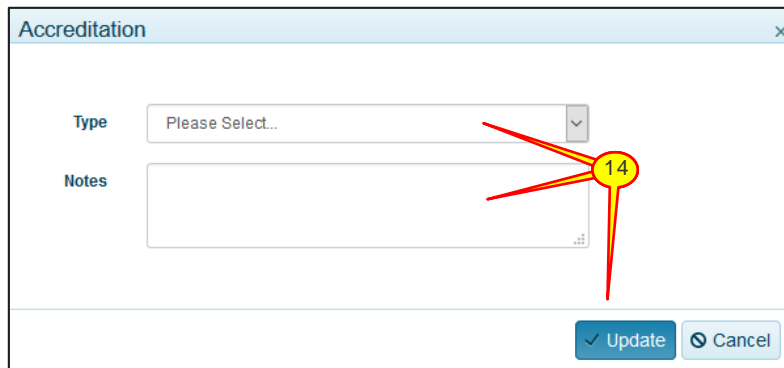
Note: A search query for an individual borough will bring up your organisation in the search result as you have indicated that you provide services to 'All Boroughs'.

12. 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 of the Data Controller Console. At the top, there is a blue header bar with the title 'Accreditations'. Below the header, there is a button labeled '+ Add New Accreditation' with a yellow circle and the number 13 pointing to it. Below the button, there is a table with columns: Type, Date, Reference, Rating, Notes, and an empty column. The table is currently empty.

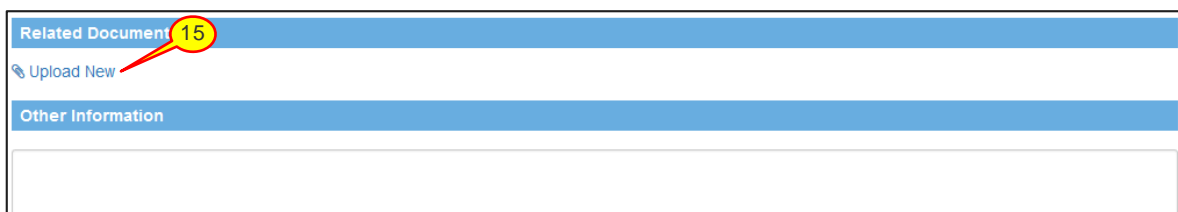
13. Under 'Accreditations' section, click the **Add New Accreditation** () button, an 'Accreditation' window is displayed



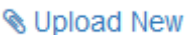
The screenshot shows the 'Accreditation' window. It has a title bar with 'Accreditation' and a close button. Inside, there is a 'Type' field with a drop-down menu showing 'Please Select...'. Below it is a 'Notes' field with a text area. At the bottom right, there are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a circle icon). A yellow circle with the number 14 points to the 'Type' drop-down menu and the 'Update' button.

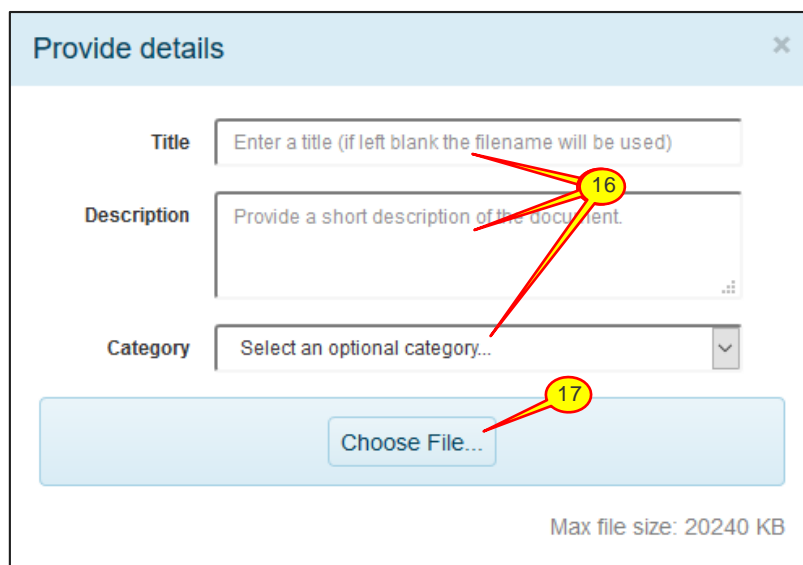
14. Select the **Accreditation Type** from the drop-down pick list, populate the fields accordingly then select the **Update** () button

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



The screenshot shows the 'Related Document' section. It has a blue header bar with the title 'Related Document'. Below the header, there is a link labeled 'Upload New' with a yellow circle and the number 15 pointing to it. Below the link, there is a section titled 'Other Information' with a text area.

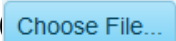
15. Under 'Related Documents' section, click the **Upload New** () link. A 'Provide details' window is displayed

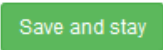
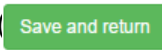


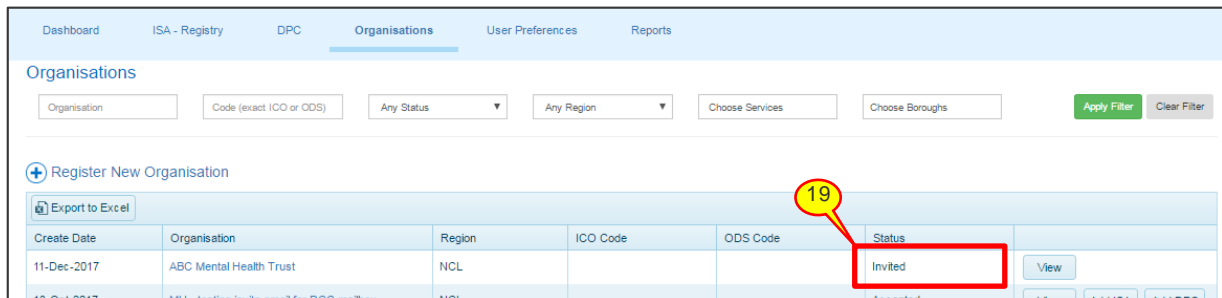
The screenshot shows the 'Provide details' window. It has a title bar with 'Provide details' and a close button. Inside, there is a 'Title' field with a text input and a placeholder 'Enter a title (if left blank the filename will be used)'. Below it is a 'Description' field with a text area and a placeholder 'Provide a short description of the document'. Below the description field is a 'Category' field with a drop-down menu showing 'Select an optional category...'. At the bottom, there is a large blue button labeled 'Choose File...'. A yellow circle with the number 16 points to the 'Description' text area, and a yellow circle with the number 17 points to the 'Choose File...' button. At the bottom right, there is a text label 'Max file size: 20240 KB'.

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

Note: Maximum file size that can be uploaded is 20MB.

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

18. Select the **Save and stay** () or the **Save and return** () button to commit the changes



Create Date	Organisation	Region	ICO Code	ODS Code	Status	View
11-Dec-2017	ABC Mental Health Trust	NCL			Invited	View
13-Oct-2017	MH - testing invite email for DCC mailbox	MCL			Accepted	View Add ISA Add DCC

19. An invitation email will be sent to the organisation and the Organisation status will be set to 'Invited' meaning an invitation has been sent

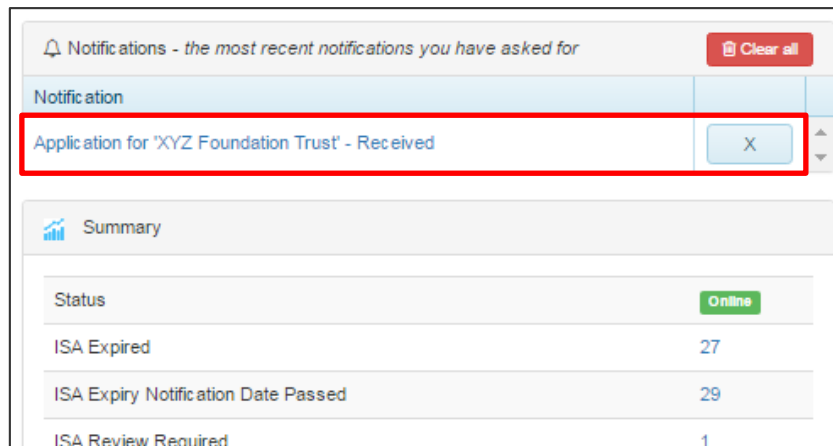
What happens next? The Organisation Super User (OSU) will receive an email invitation from the DCC to review and **accept** / **reject** the invitation to join the DCC club. After accepting the invitation, the contacts marked with 'Login account required' will receive their Username and Password.

6.2 Respond to a request made by an organisation to join the DCC

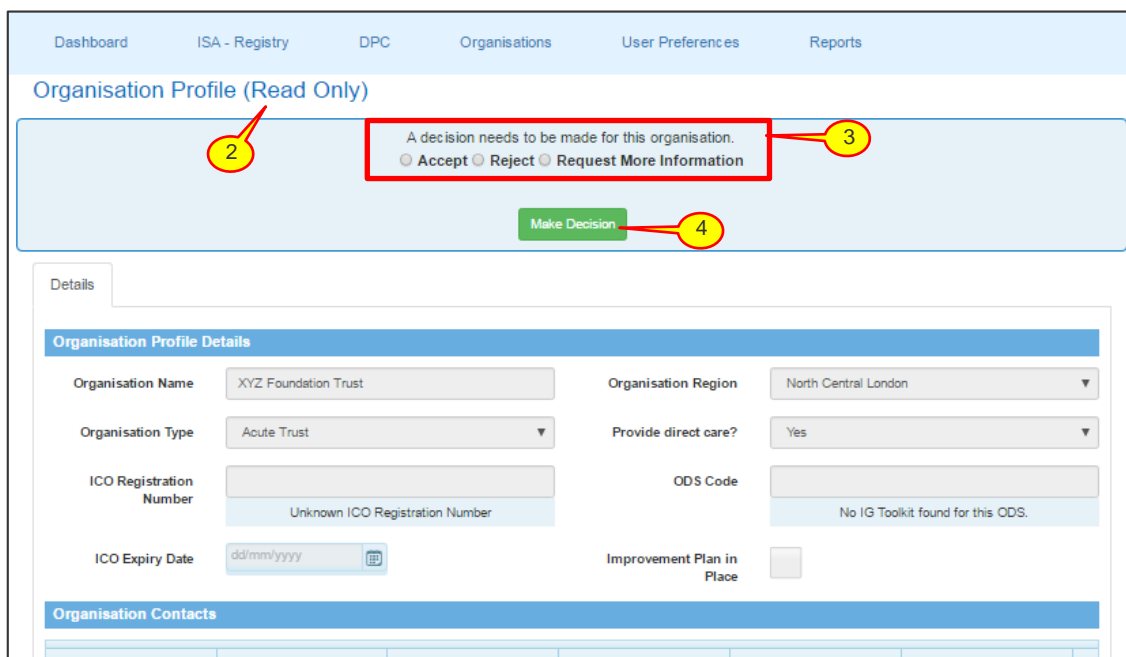
An organisation can request to be part of the DCC by completing a short registration form from the login page. Once the form is submitted by the Organisation, an email notification is sent to all of the RSUs in the region that the organisation belongs to

An application for 'XYZ Foundation Trust' has been received and requires your evaluation and approval.
Please review the application [here](#).
Regards
Data Controller Administrator
NHS (London Region)





1. To action a request from an organisation to join the DCC, select the hyperlink in the notification email that you will receive or login to the DCC console with an RSU privilege and select the hyperlink in the Notification section under the Dashboard tab




2. The Organisations Profile is be loaded in read only view

To accept an organisations request to join the DCC

Caution: Please ensure that the Organisation details are correct (i.e. Organisation Region, ICO Registration Number and the ODS code, Caldicott Guardian contact details) before accepting the organisation into the DCC. Once accepted, you will need to contact the Organisation if any amendments are required.


Continued from point 2...

3. To accept the organisation to be part of your region, select the **Accept** radio button
4. Select the **Make Decision** () button
5. A notification email will be sent to the organisation and the organisation status will be set to 'Rejected' meaning their request to join the DCC has been rejected

To reject an organisations request to join the DCC

Note: Once you have rejected the organisation request to join the DCC, the same application can still be re-submitted for your consideration at a later date.


Continued from point 2...

3. To reject an organisations request to join the DCC for your region, select the **Reject** radio button
4. Select the **Make Decision** () button
5. A notification email will be sent to the organisation and the organisation status will be set to 'Rejected' meaning their request to join the DCC has been denied

To place the organisations request under consideration

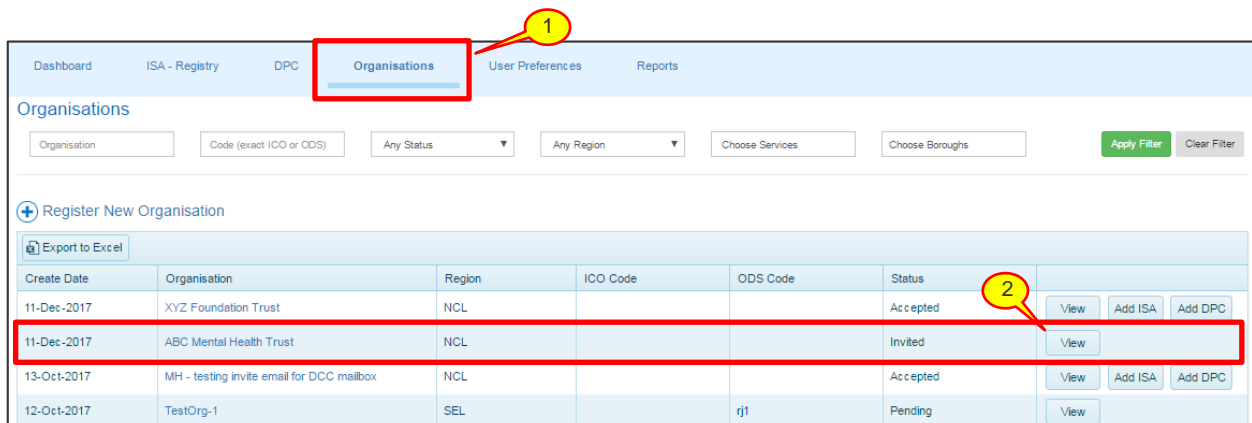
Note: If you wish to discuss an organisation's application or request further information, you can mark the application as 'More Information Required' and open up a dialog with the organisation.

Continued from point 2...

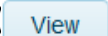
3. To request further information from the organisation, select the Request More Information radio button
4. Select the **Make Decision** () button
5. A notification email will be sent to the organisation and the organisation status will be set to 'More Information Required' meaning their request to join the DCC has been placed on hold temporarily until further information is provided

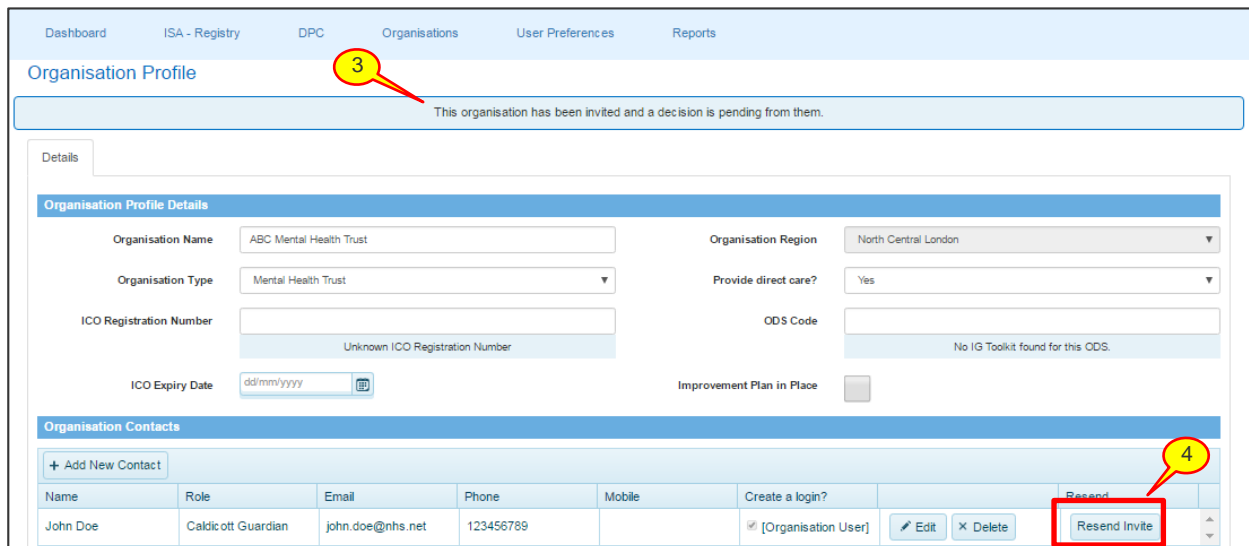
6.3 Resend an invitation to join the DCC

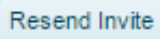
There are various reasons why an organisation may not have received the initial invitation to join the Data Controller Console. As an RSU you can re-send the invitation or amend the contact details before the organisation accepts the invitation to join.



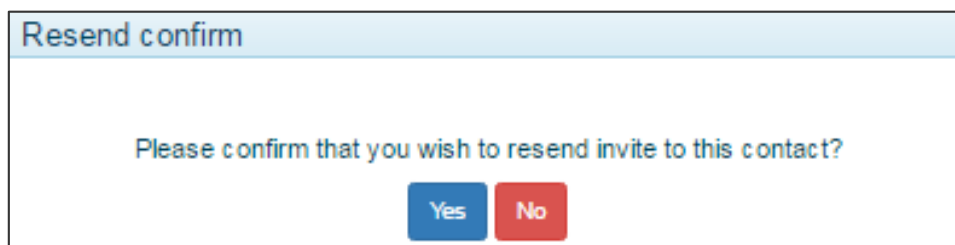
Create Date	Organisation	Region	ICO Code	ODS Code	Status	
11-Dec-2017	XYZ Foundation Trust	NCL			Accepted	View Add ISA Add DPC
11-Dec-2017	ABC Mental Health Trust	NCL			Invited	View
13-Oct-2017	MfH - testing invite email for DCC mailbox	NCL			Accepted	View Add ISA Add DPC
12-Oct-2017	TestOrg-1	SEL		rj1	Pending	View

1. Select the 'Organisations' tab from the navigation bar
2. Select the organisation you want to re-sent the invitation to by clicking on the 'ISA Title' or the **View** () button adjacent to the *ISA title*

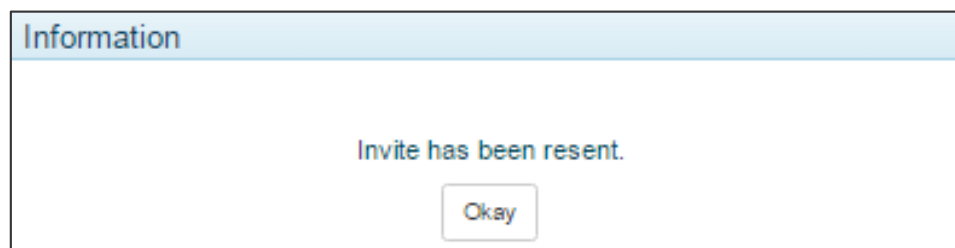


3. The organisations profile is displayed with the message that the organisation has already seen sent and invitation and a decision is pending from them
4. Navigate to the 'Organisation Contacts' section and select the **Resend Invite** () button

Note: The Invitations can only be sent to the contacts that have an OSU privilege. Each OSU contacts will have a 'Resend Invite' button adjacent to their names. Only one OSU need to accept the invitation on behalf of their organisation.



5. Confirm that you want to resend the invitation by selecting the **Yes** button



6. A pop-up dialog box will display once the invitation has been sent out

7. Create an Information Sharing Agreement (ISA)

A Regional Super User (RSU) you cannot create an ISA as the roles are not associated with an organisation. However, the RSU has the ability to create an ISA on behalf of an organisation.

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

The 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
- **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 an organisation to carry out a checklist to find out 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 / Ref Organisation Name Any Region Any Sts Any DP Any DF Choose Serv Apply Filter Clear Filter

+ Create a New ISA by selecting [Add ISA] from Organisation List

Click on the ▶ icon to see related organisations

Export to Excel

Title	Organisation	Region	From Date	To Date	DPIA	Participant Status				DPC		
						Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
ISA MainOrg1 1	Main Org 1	NCL	12-Feb-2014	22-Aug-2016	Checklist Required	0	0	0	0	0	0	0
ISA MainOrg1 2	Main Org 1	NCL	21-Feb-2017	21-Aug-2017	Checklist Required	0	0	0	0	0	0	0
ISA MainOrg1 3	Main Org 1	NCL	21-Feb-2017	21-Nov-2017	Checklist Required	0	1	0	0	0	0	0
ISA MainOrg1 4	Main Org 1	NCL	21-Feb-2017	21-Feb-2018	Checklist Required	0	1	0	0	0	0	0

1. Click on 'ISA – Registry' from the navigation bar. The 'ISA Registry' page is displayed with a list of all of the ISA that are made available to view in the DCC
2. Click on the **Create a New ISA by selecting [Add ISA] from Organisation List** hyperlink

Note: A RSU cannot add an ISA for organisations that haven't yet accepted the invitation to join the DCC. Organisations that have accepted the invite will have 'Add ISA' and 'Add DPC' buttons adjacent to them indicating that an ISA can be hosted on their behalf by the RSU.

3

Organisations

Organisation Code (exact ICO or ODS) Any Status Any Region Choose Services Choose Boroughs Apply Filter Clear Filter

+ Register New Organisation

Export to Excel

Create Date	Organisation	Region	ICO Code	ODS Code	Status	
11-Dec-2017	XYZ Foundation Trust	NCL			Accepted	View Add ISA Add DPC
11-Dec-2017	ABC Mental Health Trust	NCL			Invited	View Add ISA Add DPC
13-Oct-2017	MH - testing invite email for DCC mailbox	NCL			Accepted	View Add ISA Add DPC

4

3. The 'Organisations' tab is displayed listing all organisations in the DCC from your STP region

4. Select the **Add ISA** ([Add ISA](#)) button adjacent to the organisation title

ISA - Registry > Create New

Details Contacts Organisations Non-Registered Organisations DPIA DPCs Previous Next

Title

Description

Services

Valid From dd/mm/yyyy To dd/mm/yyyy No Expiry Date

Expiry Notification Date dd/mm/yyyy Review Date dd/mm/yyyy

Version 1 Auto Increment

Fair Process Notice None

Searchable by others?

Owner A New Surgery

Documents Upload New

5

5. The 'ISA - Registry > Create New' screen is displayed indicating that you are creating an ISA on behalf of the organisation

Continued....

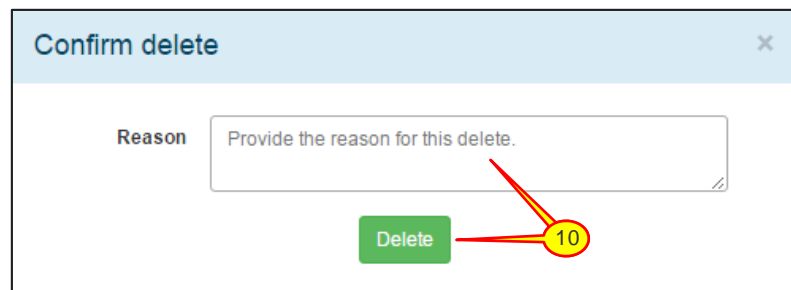
7.1 ISA 'Details' Tab

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


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** () 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** () button

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

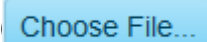
9. To delete an agreement, select the **Delete** () button adjacent to the Agreement title

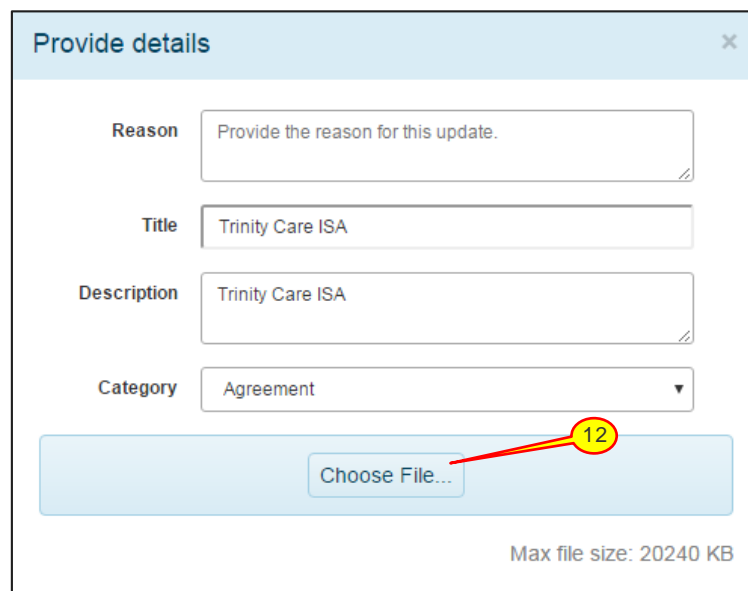


The 'Confirm delete' dialog box has a light blue header with a close button (X). It contains a 'Reason' label and a text input field with the placeholder text 'Provide the reason for this delete.'. Below the input field is a green 'Delete' button. A red arrow points from a yellow circle containing the 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). It contains 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, it says 'Max file size: 20240 KB'.

Continued....

7.2 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

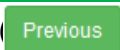
3. Populate the fields for the new person to be added
4. If you want to notify the person that they have been added as a hosted contact in the ISA then please tick on the 'Notify for Updates' check box
5. Click the **Update** (**✓ Update**) button at the bottom right of the screen. The contact screen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

7.3 ISA 'Organisations' Tab

ISA - Registry > Create New

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

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
-------------	--------------	--------

Previous Next

Save and stay Save and return Cancel

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

2. To invite an organisation onto the ISA, Click the '**Select organisation**' button

Select Organisations

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

Name ODS

Region Any Region Type Any Type

Service Borough

Search Cancel

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

4. You can search for an organisation by:

- Part of their name (i.e. "hospital" or "surgery")
- The STP footprint region
- The services they provide
- The ODS code
- The organisation type
- 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:

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"/>
MW New Use Chrome	Ambulance Trust	North East London	<input type="checkbox"/>

5

6

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

7

Confirm Cancel

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

7.4 ISA 'Non-Registered Organisations' Tab

ISA - Registry > Create New

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

Previous Next

Non Registered Organisations

+ Add new record

2

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

Previous Next

1

- 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




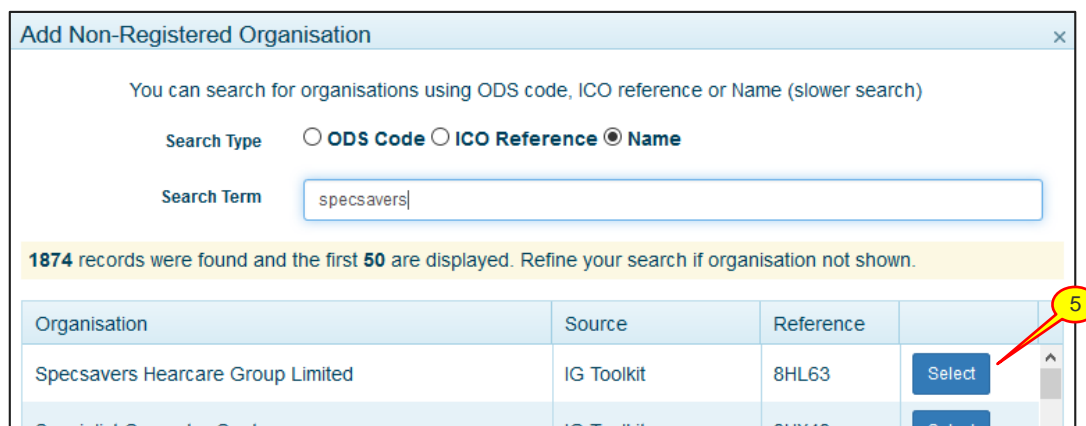
Add Non-Registered Organisation

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

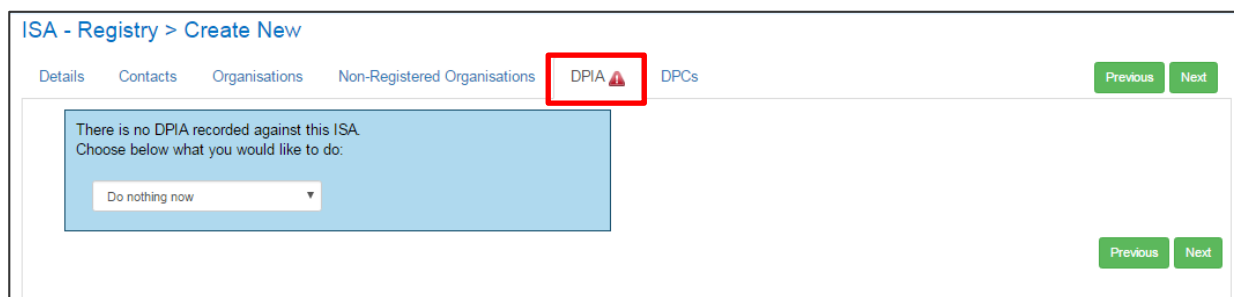
1874 records were found and the first 50 are displayed. Refine your search if organisation not shown.

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

7.5 ISA 'DPIA' Tab



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:

Previous Next

See **section '8 - Data Protection Impact Assessment (DPIA)'** to complete a mandatory DPIA checklist.

7.6 ISA 'DPCs' Tab

ISA - Registry > Create New

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
-------------	-----------	--------------	------	-----------	---------

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** (+ 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 Any Type

Search Cancel

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


Select DPC


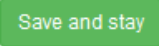
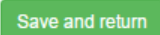
Please specify the name of the DPC to search or leave blank to show all DPCs.

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
muhiu/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.

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

8. Data Protection Impact Assessment (DPIA)

8.1 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.

8.2 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.

8.3 How do I complete a DPIA checklist?

The RSU is not required to complete a DPIA. The DPIA must be completed by an organisation creating/hosting an ISA.

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

ISA - Registry ⓘ

Agreement Title / Refer Any Statu Any DPC Any DPIA Choose Service Apply Filter Clear Filter

+ Create New

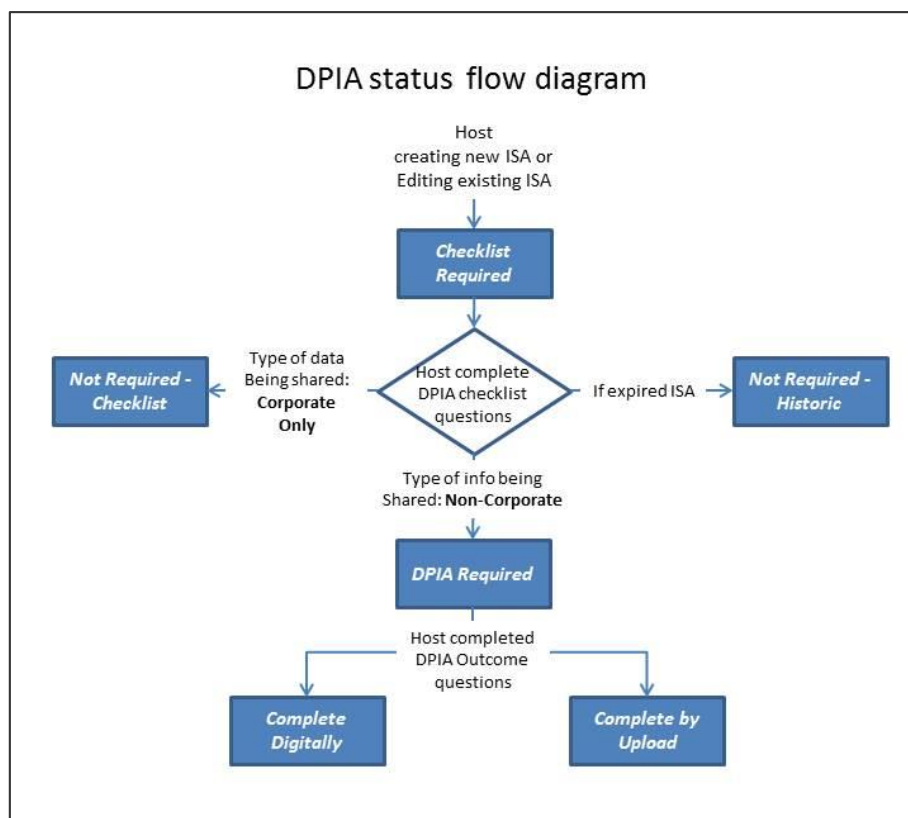
Click on the ▶ icon to see related organisations

Export to Excel

Title	From Date	To Date	DPIA	Participant Status				DPC		
				Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
▶ 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

The following DPIA statuses exist within the DCC:

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

9. Search for and view Data Processing Contracts (DPCs)


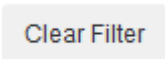
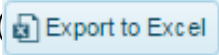
9.1 Search for and view DPCs that your organisation is hosting

The screenshot shows the 'DPC' tab selected in the navigation bar. Below the navigation bar, there are search filters for DPC Title, Organisation Name, Any Region, Reference, Any Status, and Any Type. A green 'Apply Filter' button and a grey 'Clear Filter' button are on the right. Below the filters, there is a link to 'Create a New DPC by selecting [Add DPC] from Organisation List' and an 'Export to Excel' button. A table lists DPCs with columns: Title, Organisation, Type, Region, ISAs, From Date, and To Date. The first row shows 'Data Processing Contract' for 'A New Surgery' in the 'SEL' region, with 0 ISAs, from 15-Dec-2017 to 31-Dec-2017. Callouts 1-4 point to the 'DPC' tab, the table, the 'ISAs' column, and the search filters respectively.

Title	Organisation	Type	Region	ISAs	From Date	To Date
Data Processing Contract	A New Surgery	Data Processing Contract	SEL	0	15-Dec-2017	31-Dec-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*, by the data processing *Type* etc

This screenshot shows the same interface as the previous one, but with callouts 5-9. Callout 5 points to the 'DPC Title' search field. Callout 6 points to the 'Apply Filter' button. Callout 7 points to the 'Clear Filter' button. Callout 8 points to the 'Export to Excel' button. Callout 9 points to the 'Title' column header in the table. The table content remains the same as in the previous screenshot.

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. Create a Data Processing Contract (DPC)


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 a New DPC by selecting [Add DPC] from the Organisation list** button to display the 'DPC > Create New' screen

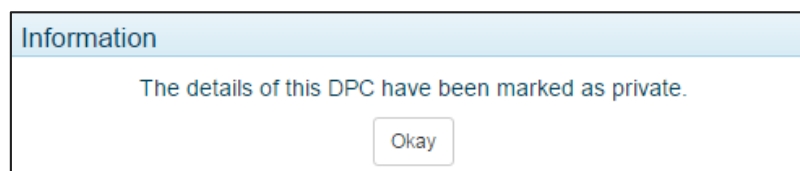
10.1 Create DPC & upload contract


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.

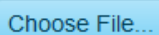
Title Enter a title (if left blank the filename will be used)

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...

10.2 Add a processing 'Organisation' to your DPC

DPC > Edit Details

Details **Organisations** ISAs

Processing organisations

+ Add new record

Create Date	Organisation	Type	Notes	Source

Previous Next

Save and stay Save and return 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

Add 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 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

Add Organisation

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

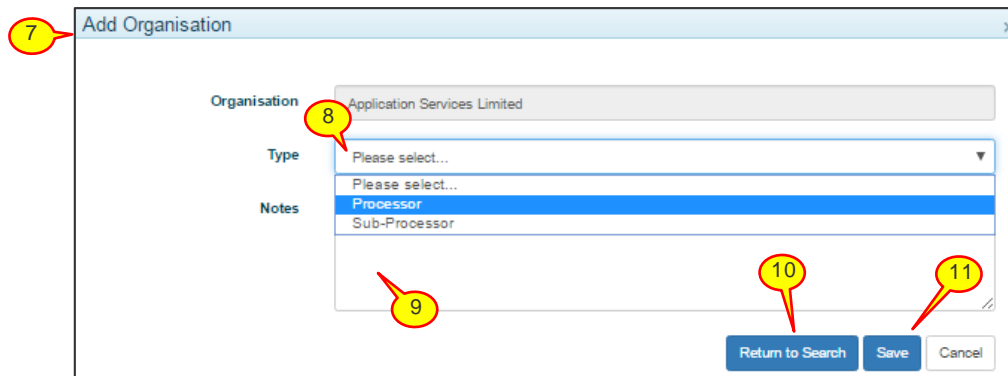
Search Type ☐ ODS Code ☐ ICO Reference ☒ Name

Search Term Data Processor

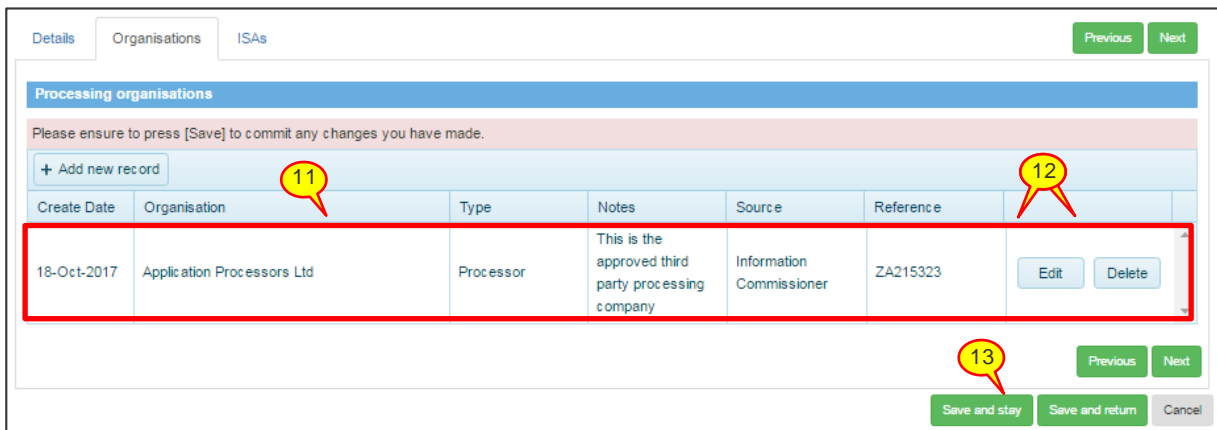
Organisation	Source	Reference
Application Processors Ltd	Information Commissioner	ZA215323

Select

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)



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

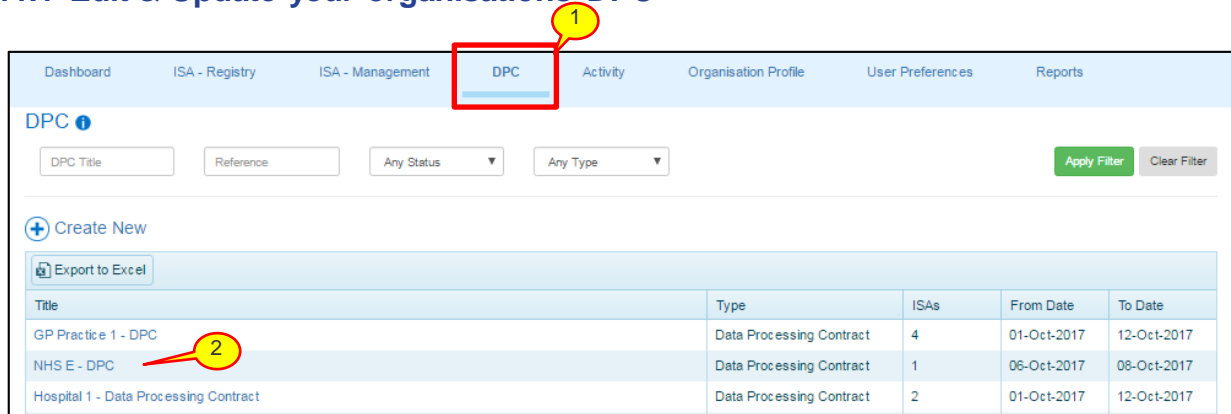


Create Date	Organisation	Type	Notes	Source	Reference	
18-Oct-2017	Application Processors Ltd	Processor	This is the approved third party processing company	Information Commissioner	ZA215323	Edit Delete

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

11. Maintain a Data Processing Contract(DPC)

11.1 Edit & Update your organisations DPC



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

DPC 1

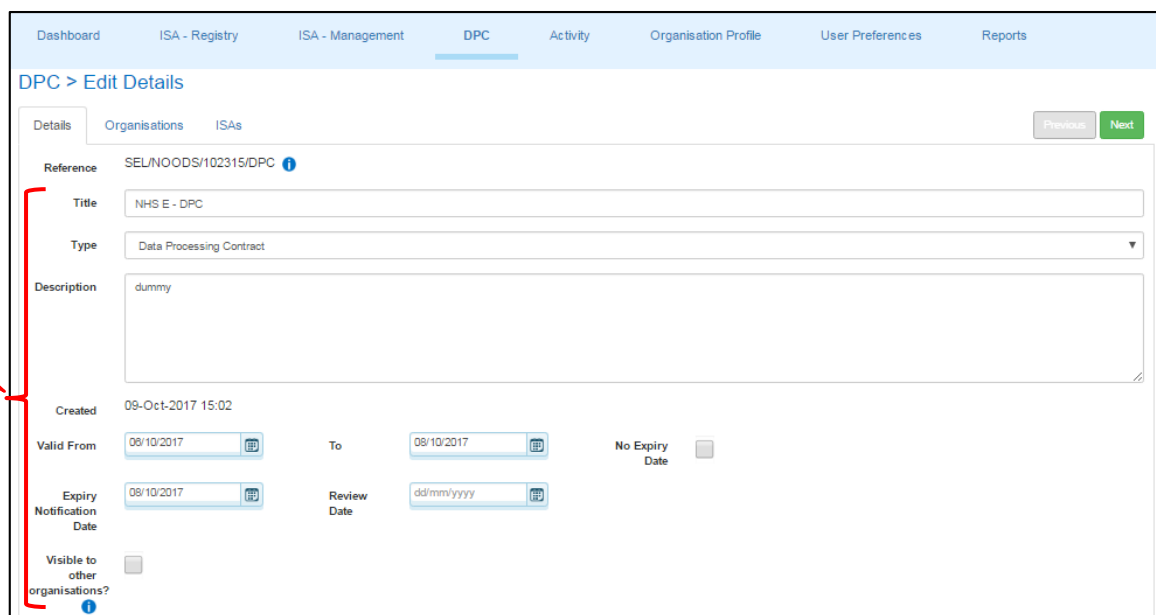
Filters: DPC Title, Reference, Any Status, Any Type, Apply Filter, Clear Filter

+ 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
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 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

11.2 Upload New Version of a document in your organisations DPC

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

DPC 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
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

Buttons: 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


11.3 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

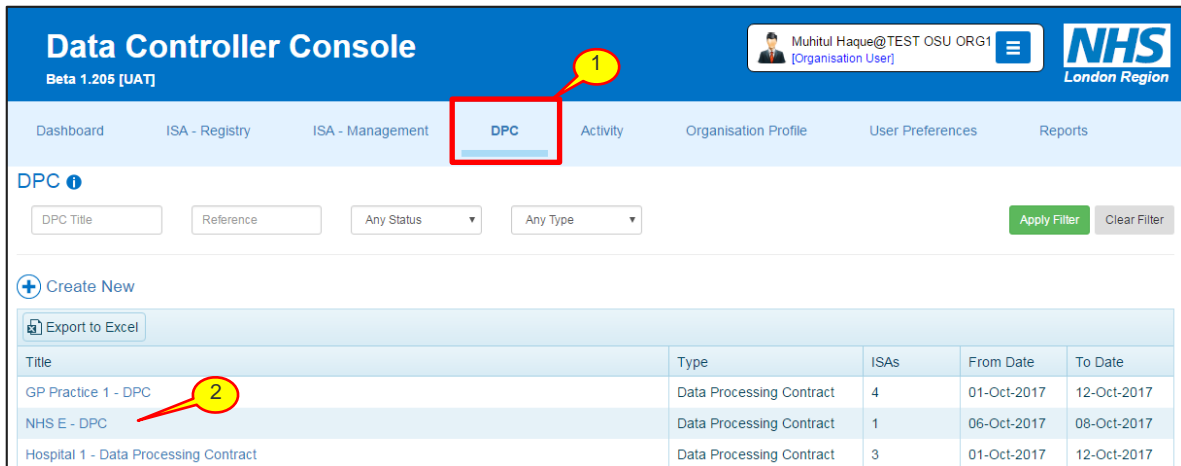
Version	Date	Title	Category	Description	Reason
1	16-Oct-2017	test	Contract	test	Initial Version

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

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

11.4 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]

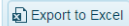
NHS
London Region

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

DPC ⓘ

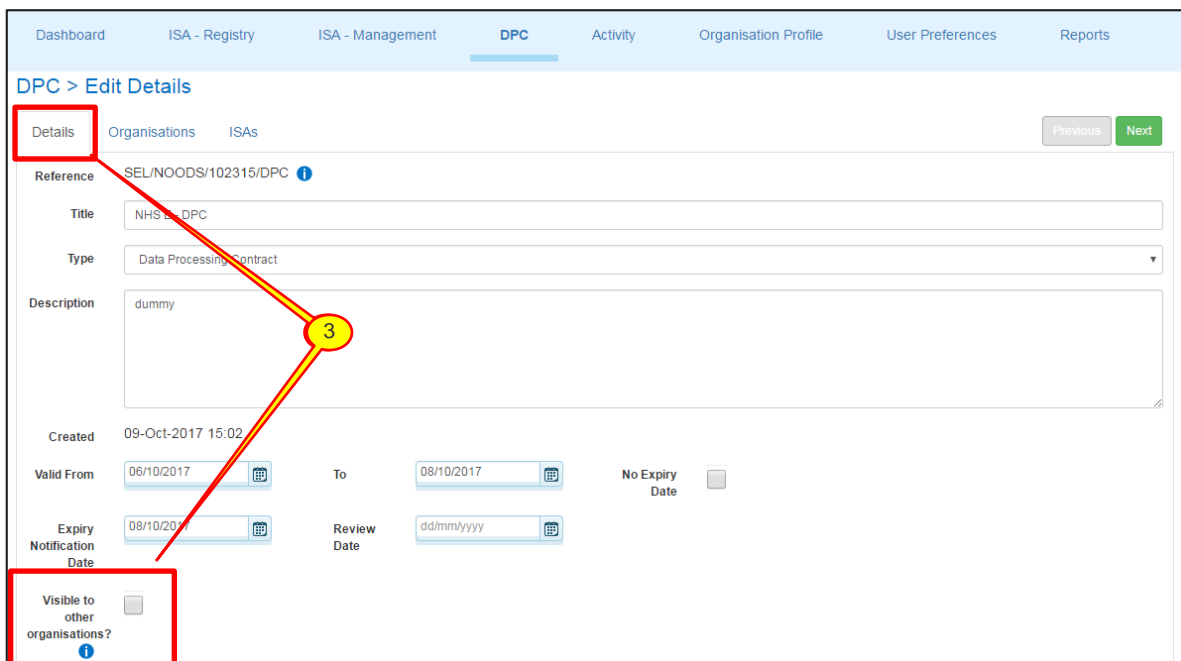
DPC Title Reference Any Status Any Type  







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

1. To mark your DPC as private and restrict other organisation from viewing the DPC details, select the 'DPC' tab from the navigation bar
2. 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 SEL/NOODS/102315/DPC ⓘ

Title NHS E - DPC

Type Data Processing Contract

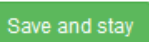
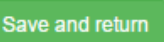
Description dummy

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? ☐

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

11.5 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 ⓘ

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 09/10/2017 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.


11.6 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 35** 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.


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	

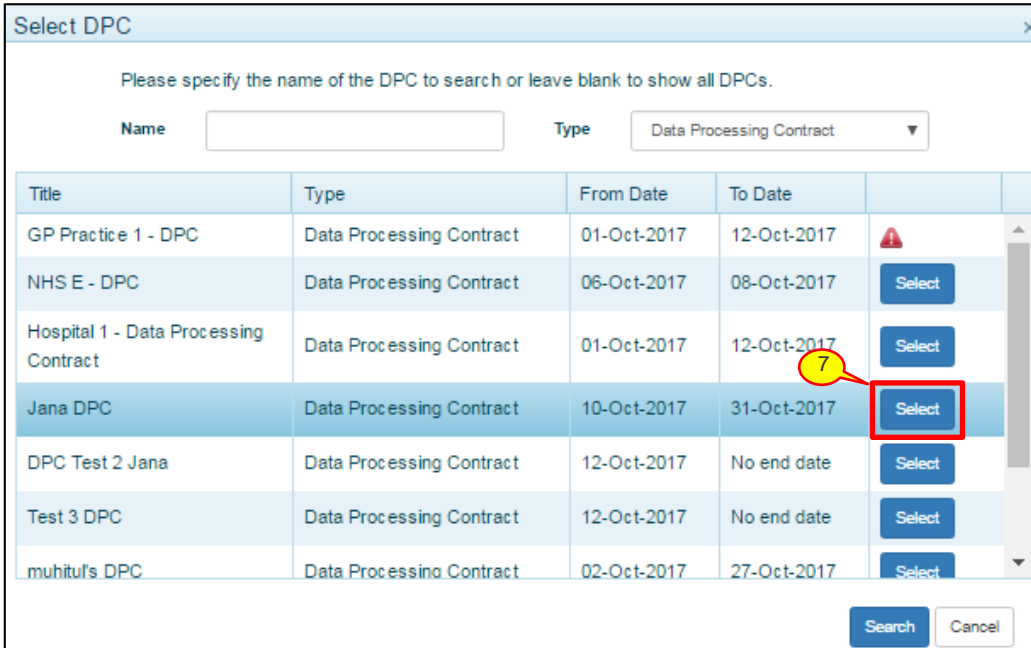
1. From the 'ISA – Management' tab ensure you are on the 'My ISA - Management' sub-tab
2. Select the 'Active' ISA that you would like to add your DPC to by clicking on the *ISA Title* and not the Organisations name

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	06-Oct-2017	Pending

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

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** () 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 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
muhitul's DPC	Data Processing Contract	02-Oct-2017	27-Oct-2017	Select

Search Cancel

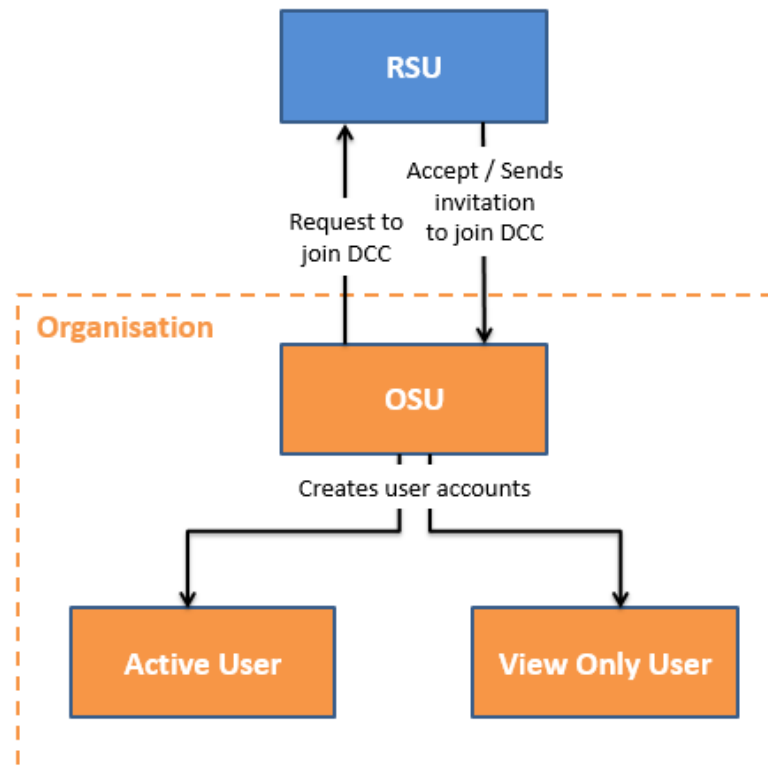
Note: DPCs that have already been added to this ISA will be flagged with a red triangle () icon

7. 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
8. The host organisation of this ISA will receive an email notification asking them to review the DPC and either Approve or Reject the submission

12. Manage User Accounts

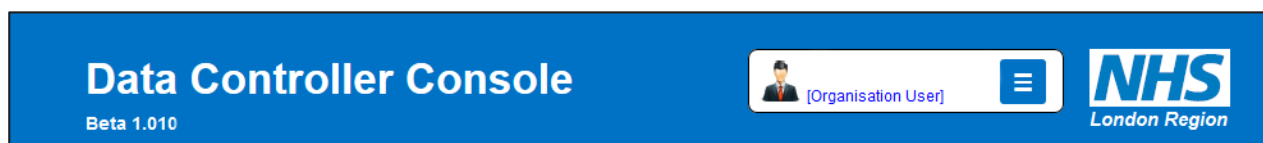
The type of user account/user role depends on your responsibility within an organisation

- **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



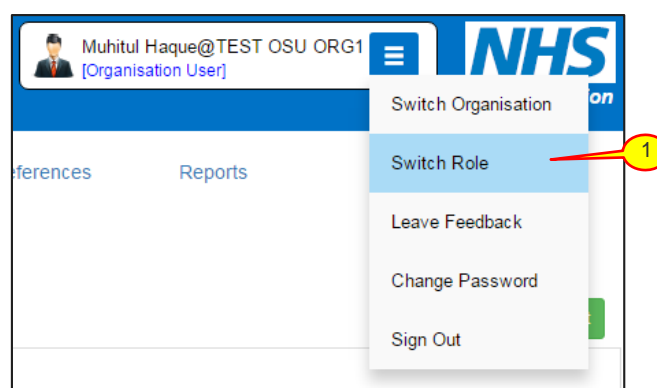
The Organisation Super User (OSU) and Active Users (AU) can initiate the request to join an Information Sharing Agreement. View Only Users (VOU) within an organisation cannot request to join or create any ISA.

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.

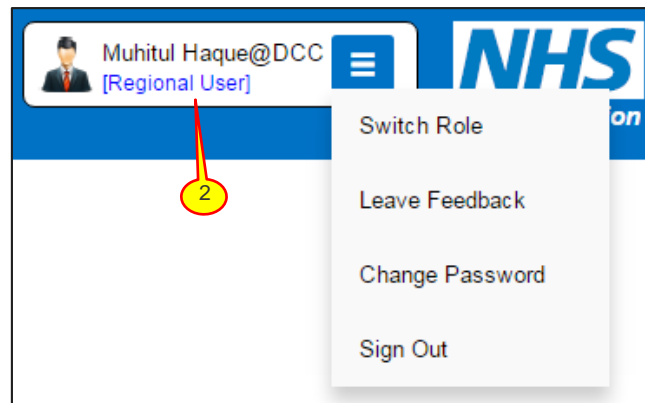


12.1 Switch Role

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

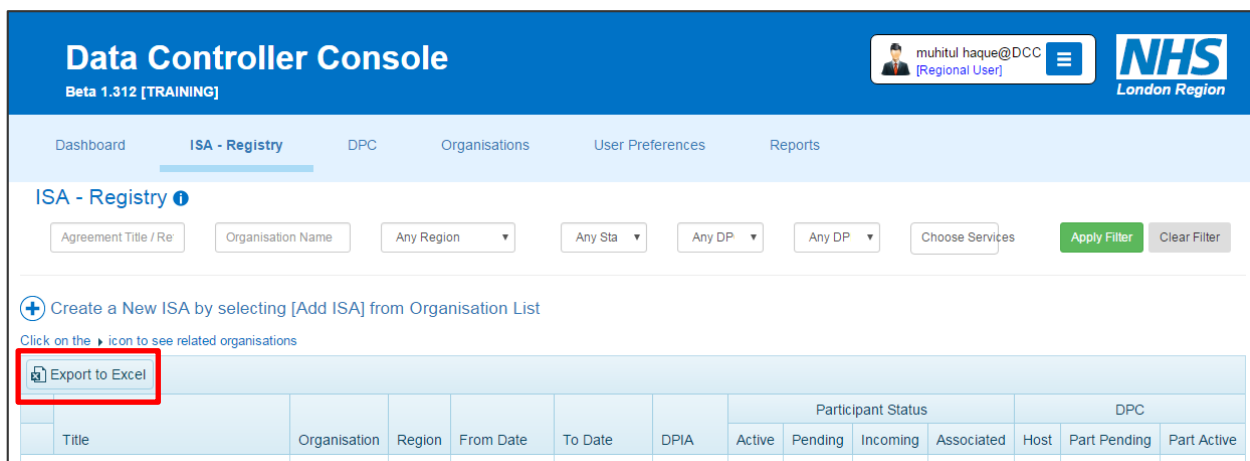
13. Reports

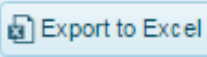
The 'Reports' tab enables an organisation to extract detailed information about the ISAs, DPIAs and DPCs that are associated with their organisation. Information on the reports can be viewed on the screen or can be exported into excel to be manipulated as the user wishes.

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.

13.1 Export to Excel

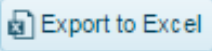
The 'ISA – Registry', 'ISA – Management' and the 'DPC' tabs all contain tabular information about the ISAs and DPCs. This information can be extracted from the DCC into an Excel file for viewing and analysis.



- Select the **Export to Excel** () button from above the ISA – Registry table
- 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	L	M
1							Participant Status						
2	Title	Organisation	Region	From Date	To Date	DPIA	Active	Pending	Incoming	Associated	Host	DPC Part Pending	Part Active
3	ISA Test 4	Test Org 4	NWL	01/02/2017	28/02/2017	Checklist Required	0	0	0	0	0	0	0
4	ISA TestOrg3 1	Test Org 3	NWL	21/02/2017	21/05/2017	Checklist Required	0	0	0	0	0	0	0
5	ISA TestOrg4 1	Test Org 4	NWL	21/02/2017	21/05/2017	Checklist Required	0	0	0	0	0	0	0
6	ISA TestOrg5 1	Test Org 5	NWL	21/02/2017	21/05/2017	Checklist Required	0	0	0	0	0	0	0
7	ISA TestOrg6 1	Test Org 6	NWL	21/02/2017	21/05/2017	Checklist Required	0	0	0	0	0	0	0
8	ISA TestOrg7 1	Test Org 7	NWL	21/02/2017	21/05/2017	Checklist Required	0	0	0	0	0	0	0

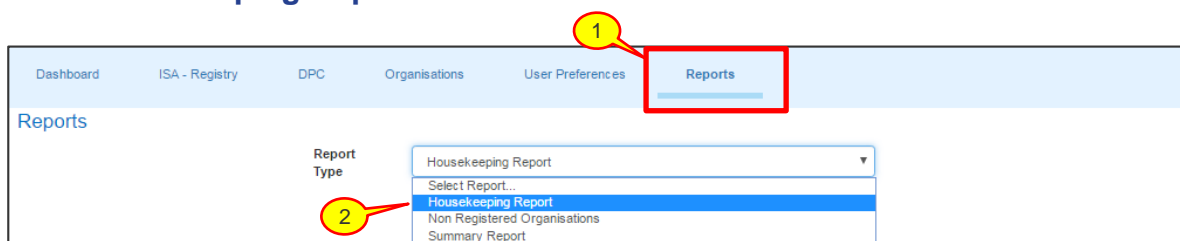
3. Selecting the **Export to Excel** () button will download all of the Information Sharing Agreement details that your organisation is hosting which will contain information such as:
- ISA title
 - Organisation name
 - Start and End dates
 - The DPIAs that have status: Checklist Required, Not-Required – Historic, Required, Completed Digitally, Completed by Upload
 - The ISAs that have number of participants who are: Active, Pending, with Incoming requests and third party Associates
 - The number of DPCs that are:
 - hosted by your organisation
 - another organisation has added and
 - how many of these DPCs you have approved

DPC tab

4. 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

13.2 Housekeeping Reports

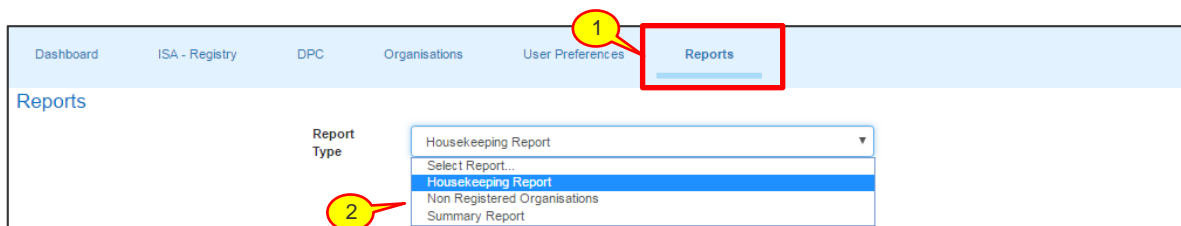


1. Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed with the **Report Type** drop-down field visible at the top

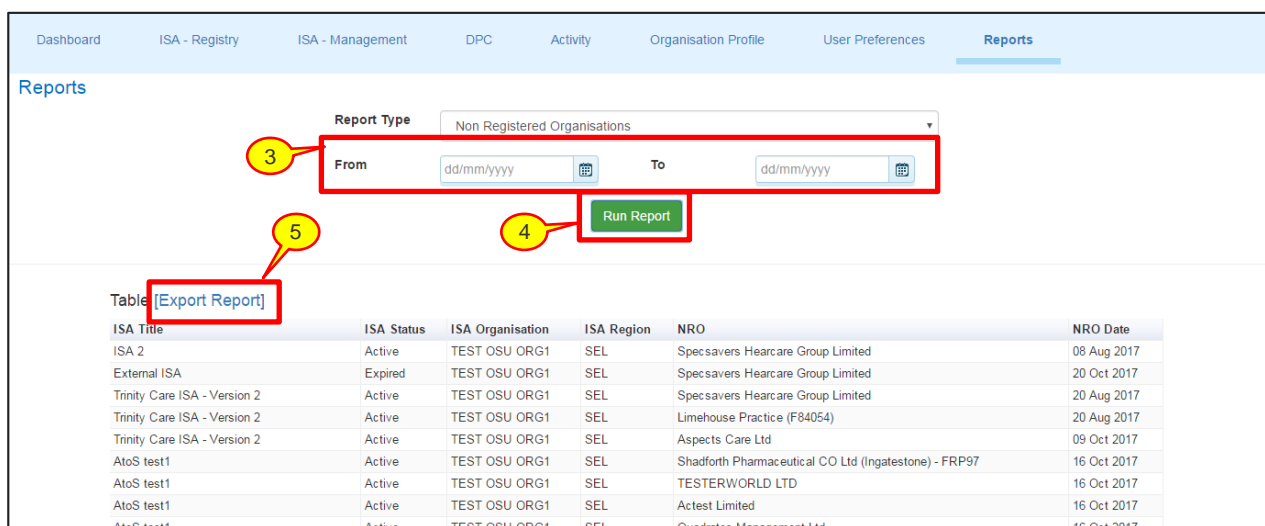
- To show a detailed report of the ISAs with missing ICO Registration numbers and ODS codes, select the **Housekeeping Reports** option from the 'Reports Type' drop-down select box
- Select the **Run Report** () button to show a detailed list
- To export the list to an Excel file, select the [\[Export Report\]](#) link above the table
- The file will be downloaded onto your computer as 'Housekeeping Report.xlsx'. Once saved, open it to view the missing ICO and ODS data

	A	B	C	D	E
1	Entity Type	Entity Name	Issue	Other Details	Link
2	Organisation	Main Org 1	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=50D55B8C-61DF-4706-B9A0-6B937E701D28
3	Organisation	Main Org 2	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=41D4D71D-C0A9-4185-9C2E-136183143C2D
4	Organisation	OSU Org - Delytl	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=AE8DE215-296D-41B2-89AE-5BFC3B2156D0
5	Organisation	MH - testing inv	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=61C0378B-249B-484F-8FAA-EFEBDCB679F0
6	Organisation	ABC Mental Hea	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=0423D329-06DD-4C4F-B83D-6AD635747732
7	Organisation	XYZ Foundation	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=70887F2B-914F-4F02-A066-BEED2365773C
8	Organisation	MY ORG 1	Missing ICO		https://training.datacontroller.london//Organisation/Index?organisationGuid=20B14384-2D1B-4A4C-AE54-C2EE882FD385


13.3 Non-Registered Organisations 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



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

- You can narrow down your search by using the **From** and **To** calendar fields to display the dates a Non-Registered Organisation was added
- Select the **Run Report** () button to show a detailed list

- To export the list to an Excel file, select the [\[Export Report\]](#) link above the table
- The file will be downloaded onto your computer as 'Non-Registered Organisation.xlsx'. Once saved, open it to view the Non-Registered Organisation data

	A	B	C	D	E	F
1	ISA Title	ISA Status	ISA Organisation	ISA Region	NRO	NRO Date
2	ISA 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	08 Aug 2017
3	Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	20 Aug 2017
4	Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Limehouse Practice (F84054)	20 Aug 2017

13.2 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.

The screenshot shows the 'Reports' section of the Data Controller Console. The 'Reports' tab is selected in the top navigation bar. The 'Report Type' dropdown menu is set to 'Summary Report'. The 'Run Report' button is highlighted. Below the button, the 'Summary [Export Report]' link is visible. The main content area displays three tables: 'Metric' with counts for active/expired ISAs and DPCs, 'Participant Status' with counts for Active, Associated, and Pending participants, and 'DPIA Status' with counts for various DPIA completion statuses.

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

- To show a Summary Report, select the 'Summary Report' option from the 'Report Type' drop-down
- Select the **Run Report** ([Run Report](#)) button to show a detailed list
- 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

5

	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 ISA DPC DPC to ISA Participation

Summary worksheet shows the status of the ISAs an organisation is hosting along with the status of all participating organisations within these ISAs

	A	B	C	D	E	F	G	H	I	J
1	Reference	Title	Organisation	Region	Start Date	End Date	No End Date	Expiry Notification Date	Review Date	Expiry
2	SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	31/08/2017		TRUE		18/10/2017	No E
3	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	07/09/2017		TRUE		08/12/2017	No E
4	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	07/08/2017	30/09/2017	FALSE	31/08/2017		Expir
5	SEL/NOODS/102272	Sample ISA	TEST OSU ORG1	SEL	13/08/2017	20/08/2017	FALSE	20/08/2017		Expir
6	SEL/NOODS/102275	Trinity Care ISA - Version 2	TEST OSU ORG1	SEL	20/08/2017		TRUE		20/08/2018	No E
7	SEL/NOODS/102339	AtoS test1	TEST OSU ORG1	SEL	16/10/2017		TRUE		18/10/2017	No E
8	SEL/NOODS/102341	AtoS_Test3 ISA	TEST OSU ORG1	SEL	16/10/2017		TRUE		31/12/2017	No E
9										
10										

Summary ISA DPC DPC to ISA Participation

ISA worksheet shows detailed information about each ISA an organisation is hosting.

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

Summary ISA DPC DPC to ISA Participation

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

N23 Pending								
	A	B	C	D	E	F	G	
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
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-me test1	ISA Expired	13/08/2017 18:56	

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

14. Further Information

Email

Contact the DCC support team at england.dccsupport@nhs.net

Website

Visit <https://www.healthylondon.org/our-work/digital/data-controller-console/> to access:

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