



How to search for a Data Processing Contracts (QRG)

This Quick Reference Guide covers the following topics:


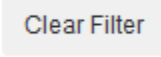
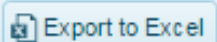
1. Search for and view DPCs that your organisation is hosting
2. Search for and View your DPCs attached to your organisations ISAs
3. Search for and view your DPCs attached to other organisations ISAs

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 fields for 'DPC Title', 'Reference', 'Any Status', and 'Any Type'. A table lists DPCs with columns for 'Type', 'ISAs', 'From Date', and 'To Date'. The table contains two rows: 'Data Processing Deed' with 2 ISAs and dates from 22-Feb-2018 to 21-Feb-2019, and 'Data Processing Contract' with 5 ISAs and dates from 22-Feb-2018 to 28-Feb-2019. There are also buttons for 'Apply Filter' and 'Clear Filter'.

1. Select the 'DPC' tab from the navigation bar
2. The DPC screen is displayed with a table listing all 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* and by the data processing *Type*

This screenshot highlights additional features of the DPC search interface. Callout 5 points to the search fields. 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 table data.

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


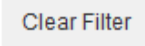
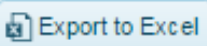


9. Select the desired DPC from the search result by clicking on the DPC title. The 'DPC – Edit Details' screen is displayed for you to amend your organisations DPC

Search for and view your DPCs attached to your organisations ISAs

Under the 'ISA – Registry' tab, you can view all of the DPCs that have been added to your organisations ISA as well as approve / reject all incoming DPCs that another organisation have requested to add to your ISA.

Title	From Date	To Date	DPIA	Risk Rating	Active	Participant Status				DPC	
						Pending	Incoming	Associated	Host	Part Pending	Part Active
Any Qualified ISA1	22-Feb-2018	21-Feb-2019	Required	Unknown	22	4	1	1	2	4	0
Any Qualified 2	22-Feb-2018	20-Feb-2019	Completed Digitally	Unknown	1	0	0	0	0	0	1
Any Qualified Part ISA3	22-Feb-2018	21-Feb-2019	Not Required - Checklist	Unknown	1	0	0	0	1	0	0
Test Homerton	04-Apr-2018	31-May-2018	Required	Unknown	0	1	0	2	0	0	0
Homerton London****	01-May-2018	No end date	Completed Digitally	Unknown	0	1	0	0	0	0	0


1. Click on 'ISA – Registry' from the navigation tabs. The 'ISA – Registry' screen is displayed with all of the ISAs that your organisation is hosting
2. The 'ISA – Registry' tab contains a table with useful information about the DPC that are attached to each ISA you are hosting
3. The **DPC Host** column shows the number of DPCs that your organisation has attached to each ISA
4. The **DPC Part Pending** column shows the number of DPCs that another organisation has attached to your organisations ISA and is awaiting for you to action or a decision is pending from your organisation
5. The **DPC Part Active** column will show the number of DPCs from other organisation that have been accepted on to your organisations ISAs
6. Above the list of your organisations ISAs, you have the ability to filter the list of ISAs by those that have DPCs or do not have DPCs attached
7. To display the results, select the **Apply Filter** () button or press the 'Enter/Return' key on the keyboard
8. To clear the fields and search again, select the **Clear Filter** () button
9. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** () button above the list of ISAs
10. To view the DPCs that your organisation have attached, click on one of your organisations ISA title that have DPCs associated with it (*Note: check that **DPC Host** column has a positive value*)





Create Date	DPC Title	Organisation	Type	From Date	To Date	Status	
22-Feb-2018	DPC Any Qualified	Any Qualified Partner2	Data Processing Deed	22-Feb-2018	21-Feb-2019	Accepted	Delete
22-Feb-2018	Any Qualified Part TEST	Any Qualified Partner2	Data Processing Contract	22-Feb-2018	28-Feb-2019	Accepted	Delete
22-Feb-2018	DPC Test	Dental Practice Wembley	Data Processing Contract	01-Nov-2017	30-Nov-2017	Pending	Accept Reject
22-Feb-2018	Test 03rd Nov	Dental Practice Wembley	Data Processing Contract	02-Nov-2017	No end date	Pending	Accept Reject
22-Feb-2018	Atos DPC 24 Oct	Acute Trust Croydon	Data Processing Deed	24-Oct-2017	23-Jan-2018	Pending	Accept Reject
28-Feb-2018	DPIA LA DPC	LA DPIA	Data Processing Deed	23-Nov-2017	22-Nov-2018	Pending	Accept Reject

11. Then select the 'DPCs' tab

12. The Data Processing Contracts screen will display a list of all DPCs associates with this ISA and any pending DPC requests that is waiting for your organisation to make a decision on

Note: The red triangle () icon on a tab indicates that an action is required, or a decision is pending from your organisation

13. You can action these requests by selecting either the **Accept / Reject** ( ) button adjacent to the DPC title

14. To view the details of the DPC, select the *DPC title* from the list and the details will be displayed in a new browser tab

Search for and view your DPCs attached to other organisations ISAs

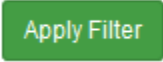
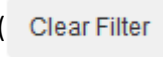
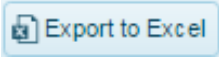
Under the 'ISA – Management' tab, you can view all of the DPCs that you have added to another organisations ISA as a participant of that ISA. When you add a DPC to other organisations ISA, the DPCs tab will be marked as decision pending from the host organisation of the ISA.

Create Date	Title	Organisation	From Date	My Org DPC	DPIA	Risk Rating	DPC Count	My Org DPC	Message	
22-Feb-2018	Voluntary ISA1	Voluntary Sector	22-Feb-2018	No DPC	Completed Digitally	Unknown	0	0		View
22-Feb-2018	Mental Health NWL ISA1	Mental Health Trust	01-Feb-2018	01-Jul-2019	Active	Required	Unknown	0	0	View
22-Feb-2018	Secondary Use Org NEL ISA1	Secondary Use Organisation	22-Feb-2018	30-Nov-2018	Active	Required	Unknown	0	0	View
22-Feb-2018	Prison NEL ISA1	Prison	22-Feb-2018	No end date	Active	Required	Unknown	0	0	View
22-Feb-2018	Community Health Provider SEL ISA1	Community Health Provider	01-Mar-2018	01-Jul-2018	Active	Required	Unknown	0	0	View
22-Feb-2018	Commission support UNIT SEL ISA1	Commission Support Unit	22-Feb-2018	No end date	Active	Required	Unknown	0	0	View
22-Feb-2018	Pharmacy Dispense NWL ISA1	Pharmacy Dispensing	21-Feb-2018	No end date	Active	Required	Unknown	2	1	View
22-Feb-2018	Local Authority ISA6	Local Authority	26-Feb-2018	31-May-2018	Active	Required	Unknown	0	0	View
22-Feb-2018	Imperial Test Unit ISA1	Imperial Test Unit 2	22-Feb-2018	01-Dec-2018	Active	Not Required - Checklist	Unknown	4	1	View



1. Click on the 'ISA – Management' tab from the navigation tabs
2. The 'My ISA – Management' tab is displayed with a list of all of the ISAs that your organisation is participating in
3. The 'My ISA – Management' tab contains a table with useful information about the DPCs that are attached to each of the ISAs that your organisation is participating in
4. The **DPC Count** column shows the total number of DPCs that are attached to an ISA
5. The **My Org DPC** column shows the number of DPCs from your organisation that are attached to an ISA

Note: Any ISAs that you have been invited to must first be **accepted** by your organisation (Active status) before you can add a DPC to that participating ISA

6. Above the list of the participating ISAs, you have the ability to filter the list of ISAs with DPCs attached, those that have My Org DPCs or those with No DPC attached
7. Select an appropriate option from the 'Any DPC Status' drop-down field then click the **Apply Filter** () button to show you the filtered results
8. To clear the fields and search again, select the **Clear Filter** () button
9. To transfer the ISA and DPC table data to a Microsoft Excel file, click on the **Export to Excel** () button above the list of ISAs
10. To view the DPCs that your organisation has attached, click on one of the ISAs your organisations is participating in (*Note: check that **My Org DPC** column has a positive value*)

11. The 'ISA – Registry > Details (Read Only)' screen is displayed for you to view the ISA and the DPCs associated with it
12. Select the 'DPCs' tab
13. The Data Processing Contracts screen will display a list of all DPCs associated with this ISA and their status
14. To view the details of the DPC, select the *DPC title* from the list and the details will be displayed in a new browser tab



Note: The red triangle (🚧) icon on a tab indicates that an action is required, or a decision is pending from the host organisation