



Support  
After Suicide  
Partnership  
[supportaftersuicide.org.uk](http://supportaftersuicide.org.uk)

# Guidance on Privacy: Adherence to the Data Protection Act and General Data Protection Regulation

Last updated on: 8th March 2024

## Why have we created this?

This resource provides information regarding the management and use of health and social care data, to ensure service users feel confident that services respect their privacy and work within national legislation on data protection. This is an extremely important topic as it helps your service users feel safe and protects yourself/your service from potentially large fines in the event of non-compliance.

As you will be holding service users' data within your services, it is important to have awareness of data privacy principles, as well as the general guidance from the Information Commissioner's Office (ICO) and the NHS. Within this resource we will signpost you to guidance you can refer to, to ensure your data protection processes operate within national regulations.

Please note that your data protection/privacy team/data officer can provide more guidance with regards to your specific organisation and requirements, as the information below offers general guidelines only.

## Contents:

Section 1: NHS Data Protection Guides

Section 2: ICO Guides

## Section 1: NHS Data Protection Guides

<p><b>NHS:</b></p> <p><b>A Quick Guide for Integrated Care Systems (ICSs), Integrated Care Boards (ICBs), and Integrated Care Partnerships (ICPs)</b></p>	<p><a href="https://transform.england.nhs.uk/information-governance/guidance/integrated-care-systems-icss-integrated-care-boards-icbs-and-integrated-care-partnerships-icps-a-quick-guide/">https://transform.england.nhs.uk/information-governance/guidance/integrated-care-systems-icss-integrated-care-boards-icbs-and-integrated-care-partnerships-icps-a-quick-guide/</a></p>	<p>This guidance advises information governance professionals on sharing information between organisations within different collaborative systems, as well as determining controllership arrangements.</p>
---	--	--

<p><b>NHS:</b></p> <p><b>Protecting Patient Data</b></p>	<p><a href="https://digital.nhs.uk/services/national-data-opt-out/understanding-the-national-data-opt-out/protecting-patient-data">https://digital.nhs.uk/services/national-data-opt-out/understanding-the-national-data-opt-out/protecting-patient-data</a></p>	<p>Patient data must be looked after carefully in accordance with the law. This guidance covers data protection legislation and other protection in place, for patient data.</p>
<p><b>NHS:</b></p> <p><b>Data Protection Impact Assessment (DPIA)</b></p>	<p><a href="https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs/">https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs/</a></p> <p><a href="https://youtu.be/aNrPSVna76k?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD">https://youtu.be/aNrPSVna76k?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD</a></p>	<p>A DPIA is a process that helps you systematically identify, analyse and where possible, mitigate the data protection risks of specific projects, plans or activities within your organisation.</p> <p>It helps you assess and demonstrate compliance with your data protection obligations.</p>

<p><b>NHS:</b></p> <p><b>Data Sharing and Processing Agreement (DSPA)</b></p>	<p><a href="https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs/">https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs/</a></p> <p><a href="https://youtu.be/vCRQwSSUPo8?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD">https://youtu.be/vCRQwSSUPo8?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD</a></p>	<p>The DSPA is a legal document which sets out the roles and responsibilities for two or more parties that are sending, receiving, or using data.</p>
<p><b>NHS:</b></p> <p><b>Information Assets and Flows Register (IAFR)</b></p>	<p><a href="https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs">https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs</a></p> <p>- <a href="https://youtu.be/Pz6Sfldan1o?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD">https://youtu.be/Pz6Sfldan1o?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD</a></p>	<p>An IAFR is a document that holds details of all the information assets within your organisation. It includes electronic data, such as the shared care record, and physical assets, such as any paper case notes you might create.</p>
<p><b>NHS:</b></p> <p><b>Privacy Notice</b></p>	<p><a href="https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs/">https://transform.england.nhs.uk/information-governance/guidance/universal-ig-templates-faqs/</a></p> <p>- <a href="https://youtu.be/9Dtsep44vqM?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD">https://youtu.be/9Dtsep44vqM?list=PL6IQwMACXkj3DKfOOOYeGvI9EZVzVGODD</a></p>	<p>A PN is a document that informs people about how their data is being used, what their rights are under data protection legislation, and how they can exercise them.</p>
<p><b>NHS:</b></p> <p><b>Information Governance</b></p>	<p><a href="https://transform.england.nhs.uk/information-governance/frequently-asked-questions/#questions-about-data-flows">https://transform.england.nhs.uk/information-governance/frequently-asked-questions/#questions-about-data-flows</a></p>	<p>FAQ document</p>

## Section 3: Information Commissioner's Office (ICO)

ICO	<a href="https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/">https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/</a>	General Guidance and Resources
ICO	<a href="https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/health-data/">https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/health-data/</a>	Guidance on the rights of access to health data, including exemptions

## Contact Us

For questions or clarifications, please reach out to us: [info@supportaftersuicide.org.uk](mailto:info@supportaftersuicide.org.uk)



Support After Suicide Partnership