

NCEPOD Data Processing Register - CORP			
Controller and Provider			
Data Protection Officer (if applicable)		Representative (if applicable)	
Name	Marisa Mason	Name	Neil Smith
Address	NCEPOD	Address	NCEPOD
Email	mmason@ncepod.org.uk	Email	nsmith@ncepod.org.uk

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Article 30 Record of Processing Activities							
Information	Business function	Purpose of processing	Categories of individuals	Categories of personal data	Categories of recipients	Names of third countries or international organisations that personal data are transferred to	Safeguards for exceptional transfers of personal data to third countries or international organisations
Study Advisory Group contact details	Studies	Contact management	Study Advisory Group members	Contact details	None	N/A	N/A
Reviewers' contact details	Studies	Contact management	Reviewers	Contact details	None	N/A	N/A
Focus group participants	Studies	Contact management	Patients	Contact details	None	N/A	N/A
Study databases	Studies	Databases	Local Reporters and clinicians	Contact details	None	N/A	N/A
Core database	Communications	Contact management	Local Reporters, Ambassadors, newsletter recipients	Contact details	None	N/A	N/A
Study case identification spreadsheets	Studies	Case identification	Patients	Pseudonymised personal data (NHS numbers and dates of birth)	None	N/A	N/A
Study-related communication between NCEPOD and organisations	Communications	Contact management	Local Reporters and clinicians	Contact details	None	N/A	N/A
Case notes	Studies	Data collection	Patients	Health records	None	N/A	N/A
Online questionnaires	Studies	Data collection	Clinicians and Local Reporters	Contact details, pseudonymised patient identifiers	None	N/A	N/A

Privacy Notices					
Retention schedule (if possible)	General description of technical and organisational security measures	Article 6 lawful basis for processing personal data	Legitimate interests for the processing (if Article 6(1)(f))	Link to record of legitimate interests assessment	Article 9 condition for processing special category data
End of study (unless consent obtained to receive general NCEPOD information)	Contact details are saved on the email and file server, server is locked and covered in cage	Article 6(1)(a) - consent Article 6(1)(e) - task of public interest		N/A	N/A
End of study (unless consent obtained to receive general NCEPOD information)	Contact details are saved on the email and file server, server is locked and covered in cage	Article 6(1)(a) - consent Article 6(1)(e) - task of public interest		N/A	N/A
End of study (unless consent obtained to receive general NCEPOD information)	Contact details are saved on the email and file server, server is locked and covered in cage	Article 6(1)(a) - consent Article 6(1)(e) - task of public interest		N/A	N/A
End of study	User access controls through defined permissions on Active Directory and saved on the database server	Article 6(1)(e) - task of public interest		N/A	2(i) public health
Ongoing but updated continuously	User access controls through defined permissions on Active Directory and saved on the database server	Article 6(1)(a) - consent Article 6(1)(e) - task of public interest		N/A	2(i) public health
End of study	User access controls - stored on i drive and deleted as soon as not needed	Article 6(1)(e) - task of public interest		N/A	2(i) public health
End of study	Emails and attachments are saved on MS Exchange database and file server, the server is locked and covered in a cage	Article 6(1)(e) - task of public interest		N/A	2(i) public health
End of study	Anonymised, stored in lockable cupboards.	Article 6(1)(e) - task of public interest		N/A	2(i) public health
End of study	Hosted on the server in the office, server is locked and covered in cage and data encrypted	Article 6(1)(a) - consent Article 6(1)(e) - task of public interest		N/A	2(i) public health

				Consent	Data Protection Impact Assessments	Personal Data Breaches		
Rights available to individuals	Existence of automated decision-making, including profiling	The source of the personal data (if applicable)	Location of personal data	Link to record of consent	Data Protection Impact Assessment progress	Has a personal data breach occurred?	Link to record of personal data breach	Data Protection Act 2018 Schedule 1 Condition for processing
Access and rectification	No	Data subject	i drive: study folder	Study folders	Completed	No	N/A	Research etc
Access and rectification	No	Data subject	i drive: study folder	Study folders	Completed	No	N/A	Research etc
Access and rectification	No	Data subject	i drive: study folder	Study folders	Completed	No	N/A	Research etc
Access and rectification	No	Data subject/care provider	database drive	N/A	Completed	No	N/A	Research etc
Access and rectification	No	Data subject	database drive	N/A	Completed	No	N/A	Research etc
Access and rectification	No	Care provider	i drive: study folder	N/A	Completed	No	N/A	Research etc
Access and rectification	No	Data subject	i drive: study folder	N/A	Completed	Yes	Data Breach spreadsheet	Research etc
Access and rectification	No	Care provider	Secure, lockable storage	N/A	Completed	No	N/A	Research etc
N/A	No	Care provider	Secure, lockable storage	N/A	Completed	No	N/A	Research etc