22/05/2023	_	
	5/2023	22/05

NCEPOD Data Processing Register						
Controller and Provider						
Data Protection Of	ficer (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			

Article 30 Record of Processing Activities

Article 50 Record of Processing Activities						
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
Studies	Contact management	Study Advisory Group members	Contact details	None	N/A	N/A
Studies	Contact management	Reviewers	Contact details	None	N/A	N/A
Studies	Databases	Local Reporters and clinicians	Contact details	None	N/A	N/A
Communications	Contact management	Local Reporters, Ambassadors, newsletter recipients	Contact details	None	N/A	N/A
Studies	Case identification	Patients	Pseudonymised personal data (NHS numbers and dates of birth)	None	N/A	N/A
Communications	Contact management	Local Reporters and clinicians	Contact details	None	N/A	N/A
Studies	Data collection	Patients	Health records	None	N/A	N/A
Studies	Data collection	Clinicians and Local Reporters	Contact details, pseudonymised patient identifiers	None	N/A	N/A
	Studies Studies Studies Communications Studies Communications Studies	Studies Contact management Studies Contact management Studies Databases Communications Contact management Studies Case identification Communications Contact management Studies Data collection	Studies Contact management Study Advisory Group members Studies Contact management Reviewers Studies Databases Local Reporters and clinicians Communications Contact management Local Reporters, Ambassadors, newsletter recipients Studies Case identification Patients Communications Contact management Local Reporters and clinicians Studies Data collection Patients	Studies Contact management Study Advisory Group members Contact details Studies Contact management Reviewers Contact details Studies Databases Local Reporters and clinicians Contact details Communications Contact management Local Reporters, Ambassadors, newsletter recipients Contact details Studies Case identification Patients Pseudonymised personal data (NHS numbers and dates of birth) Communications Contact management Local Reporters and clinicians Contact details Studies Data collection Patients Health records Contact details, pseudonymised	Studies Contact management Study Advisory Group members Contact details None Studies Contact management Reviewers Contact details None Studies Databases Local Reporters and clinicians Contact details None Communications Contact management Local Reporters, Ambassadors, newsletter recipients Patients Patients Pseudonymised personal data (NHS numbers and dates of birth) Communications Contact management Local Reporters and clinicians Contact details None Studies Case identification Patients Pseudonymised personal data (NHS numbers and dates of birth) Communications Contact management Local Reporters and clinicians Contact details None Studies Data collection Patients Health records None Studies Data collection Clinicians and Local Reporters Contact details, pseudonymised None	Business function Purpose of processing Categories of individuals Categories of personal data Categories of recipients international organisations that personal data are transferred to Studies Contact management Study Advisory Group members Contact details None N/A Studies Contact management Reviewers Contact details None N/A Studies Databases Local Reporters and clinicians Contact details None N/A Communications Contact management Local Reporters, Ambassadors, newsletter recipients Contact details None N/A Studies Case identification Patients Pseudonymised personal data (NHS numbers and dates of birth) None N/A Communications Contact management Local Reporters and clinicians Contact details None N/A Studies Data collection Patients Health records None N/A

Privacy	/ Notices
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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)		_	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	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/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