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| **For JCST use only**  |
| **DRF number:**  | DRF XXXX |

# **JCST/ISCP LOGBOOK DATA REQUEST FORM (DRF)**

**Please read the Guidance Notes before completing this form.**

# Applicant information

|  |  |
| --- | --- |
| Name:  | Click or tap here to enter text. |
| Job title:  | Click or tap here to enter text. |
| email address: | Click or tap here to enter text. |
| Name of applicant’s organisation:  | Click or tap here to enter text. |
| Work address: | Click or tap here to enter text.  |

# Project information

1. **What type of project are you proposing to undertake?**

 [ ]  Research

*(Ethics approval/confirmation from your local R&D Department must accompany this form. Alternatively, provide confirmation from a trust level Caldicott Guardian Officer that ethics approval is not required.)*

 [ ]  Service Evaluation

 [ ]  Audit

 [ ]  Other Click or tap here to enter text.

Click or tap here to enter text.

1. **What is/are your research question(s)?**

*(Please try to define this in a* [*PICO*](https://en.wikipedia.org/wiki/PICO_process) *format where possible)*

Click or tap here to enter text.

1. **Please outline the background/ rationale for your proposed study:**

*(Word limit 250 words)*

Click or tap here to enter text.

1. **Please outline the proposed methods for your study:**

*(Include a description of the intended cohort (specialty, training stages, regions, time periods etc), data analysis and statistical plan to be used. Word limit 250 words)*

Click or tap here to enter text.

1. **Please outline the study goals and likely outcomes:**

*(Word limit 250 words)*

Click or tap here to enter text.

1. **What impact do you expect your study to have?**

*(Word limit 250 words)*

Click or tap here to enter text.

1. **Names, roles and input of further members of the study team and/or anyone who will access the data in the course of the project?**

|  |  |  |
| --- | --- | --- |
| Name | Role  | Reason to access data |
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1. **Do you have endorsement from a relevant Head of School of Surgery and/or Training Programme Director and/or Specialty Advisory Committee and/or Deanery/LETB?**

*(Please provide their names and roles.)*

Click or tap here to enter text.

1. **Outline your dissemination plan**

Click or tap here to enter text.

1. **Is the study funded? If yes then please provide details.**

Click or tap here to enter text.

# Data details & protection

1. **Please describe the data fields you require:**

*(You are required to provide an Excel spreadsheet showing the data fields requested with the row structure of and relationship between data sets. We have provided an example.)*

Click or tap here to enter text.

1. **What time period should the data cover?**

Click or tap here to enter text.

1. **How will you secure the data, protect anonymity and ensure data governance in your use and reporting of the data? In which country will the data be stored and processed (this must be within the UK or EU unless explicit permission is given)?** *(Word limit 150 words)*

Click or tap here to enter text.

1. **Is this a single once only request for data or will you need repeated extractions of the same data?**

*(If**repeated extractions are required please specify the regularity and explain why)*

Click or tap here to enter text.

1. **What is the anticipated timeline for completion of the study?**

*(Word limit 150 words)*

Click or tap here to enter text.

1. **For how long will you be required to retain the data after completion of your study?**

*(Word limit 150 words)*

Click or tap here to enter text.

# **JCST Data Sharing & Processing Agreement**

### *(Return signed with the completed data request form)*

The parties,

Joint Committee on Surgical Training (JCST) and all associated subsets of JCST, referred to as ‘the Controller’ as defined under UK GDPR Article 4 (7);

***[INSERT APPLICANT’s NAME],*** referred to as ‘the Processor’ as defined under UK GDPR Article 4 (8);

hereinafter collectively referred to as ‘Parties’ and individually ‘Party’,

**having regard to the fact that,**

* the Controller has access to the personal data of various data subjects;
* the Controller permits the Processor to execute certain types of processing in accordance with the data request form submitted by the applicant to the Controller and agreed by the Data Analysis, Audit and Research Group on behalf of the Controller.
* the Controller has determined the purpose of and the means for the processing of personal data as governed by the terms and conditions referred to herein;
* the Processor has undertaken to comply with this data processing agreement (hereinafter: ‘the Data Sharing & Processing Agreement’) and to abide by the security obligations and all other aspects of the Data Protection Act 2018 (hereinafter: ‘DPA’) and the UK General Data Protection Regulations (hereinafter: ‘GDPR’);
* the Controller is hereby deemed to be the responsible party within the meaning of article 4 (7) of the GDPR;
* the Processor is hereby deemed to be the processor within the meaning of article 4 (8) of the GDPR;
* the Parties, having regard also to the provisions of article 14 (5) of the GDPR, wish to lay down their rights and duties in writing in this Data Processing Agreement,

have agreed as follows,

**PROCESSING OBJECTIVES**

The Processor undertakes to process personal data on behalf of the Controller in accordance with the conditions laid down in this Data Sharing and Processing Agreement. The processing will be executed exclusively within the framework of the Agreement, and for all such purposes as may be agreed to subsequently. Processing objectives are as follows:

* Data Analysis or Research as specified in the above data request form and agreed by the JCST/ISCP Data Analysis, Audit and Research Group and/or the ISCP Surgical Director and JCST Data Manager.
* Provide regular updates on progress of the project study, to the Data Analysis, Audit and Research Group (DAARG) and/or to the ISCP Surgical Director and JCST Data Manager.
* Provide a formal report of findings to the DAARG.
* Provide copies of Publications, Presentations or other output produced utilising the released data to the DAARG prior to publication and/or circulation.
* Notify the JCST Data Manager DAARG when the data utilised for the agreed purpose is no longer required and confirm its deletion.

The Processor shall refrain from making use of the personal data for any purpose other than as specified by the Controller.

All personal data processed on behalf of the Controller shall remain the property of the Controller and/or the relevant Data subjects.

The Processor shall take no unilateral decisions regarding the processing of the personal data for other purposes, including decisions regarding the provision thereof to third parties and the storage duration of the data.

**PROCESSOR’S OBLIGATIONS**

The Processor shall warrant compliance with the applicable laws and regulations, including laws and regulations governing the protection of personal data, such as the GDPR.

The Processor shall furnish the Controller promptly on request with details regarding the measures it has adopted to comply with its obligations under this Data Sharing and Processing Agreement and the GDPR.

The Processor’s obligations arising under the terms of this Data Sharing and Processing Agreement apply also to whomsoever processes personal data under the Processor’s instructions.

**TRANSMISSION OF PERSONAL DATA**

The Processor will not process the personal data in any countries outside the United Kingdom and the European Union.

In the event that a need or purpose for processing data outside the United Kingdom or the European Union arises, the Processor shall notify the Controller in writing as to which country or countries the personal data will be processed in, and await explicit permission to do so.

**ALLOCATION OF RESPONSIBILITY**

The Processor shall only be responsible for processing the personal data under this Data Processing Agreement, in accordance with the Controller’s instructions and under the (ultimate) responsibility of the Controller. The Processor is explicitly not responsible for other processing of personal data, including but not limited to processing for purposes that are not reported by the Controller to the Processor, and processing by third parties and / or for other purposes.

Controller represents and warrants that it has express consent and/or a legal basis to process the relevant personal data. Furthermore, the Controller represents and warrants that the contents are not unlawful and do not infringe any rights of a third party. In this context, the Controller indemnifies the Processor of all claims and actions of third parties related to the processing of personal data without express consent and/or legal basis under this Data Processing Agreement.

**ENGAGING OF THIRD PARTIES OR SUBCONTRACTORS**

The Processor is not authorised within the framework of this Agreement to engage third parties, without the prior written approval of the Controller. The Processor shall inform the Controller about the third party/parties that it wishes to engage.

The Processor shall in any event ensure that such third parties will be obliged to agree in writing to the same duties that are agreed between the Controller and the Processor.

**DUTY TO REPORT**

In the event of a data breach of any scale the Processor shall, to the best of its ability, notify the Controller thereof without undue delay, after which the Controller shall determine whether or not to inform the Data subjects and/or the relevant regulatory authority (ICO). This duty to report applies irrespective of the impact of the leak. The Processor will endeavour that the furnished information is complete, correct and accurate.

If required by law and/or regulation, the Processor shall cooperate in notifying the relevant authorities and/or Data subjects. The Controller remains the responsible party for any statutory obligations in respect thereof.

The duty to report includes in any event the duty to report the fact that a leak has occurred, including details regarding:

* the (suspected) cause of the leak;
* the (currently known and/or anticipated) consequences thereof;
* the (proposed) solution;
* the measures that have already been taken.

**SECURITY**

The Processor will endeavour to take adequate technical and organisational measures against loss or any form of unlawful processing (such as unauthorised disclosure, deterioration, alteration or disclosure of personal data) in connection with the performance of processing personal data under this Data Sharing and Processing Agreement.

The Processor does not guarantee that the security measures are effective under all circumstances. The Processor will endeavour to ensure that the security measures are of a reasonable level, having regard to the state of the art, the sensitivity of the personal data and the costs related to the security measures.

The Controller will only make the personal data available to the Processor if it is assured that the necessary security measures have been taken. The Controller is responsible for ensuring compliance with the measures agreed by and between the Parties.

**HANDLING REQUESTS FROM DATA SUBJECTS**

Where a Data subject submits a request (DSAR) to the Processor under GDPR Articles 15-22, the Processor will forward the request to the Controller and the request will then be dealt with by the Controller. The Processor will notify the Data subject of the forwarding of the request.

**NON DISCLOSURE AND CONFIDENTIALITY**

All personal data received by the Processor from the Controller and/or compiled by the Processor within the framework of this Data Processing Agreement is subject to a duty of confidentiality.

The processor will take all reasonable steps to prevent disclosure of such Confidential Information it receives from the Controller, to any third parties except as expressly agreed in writing by the Controller.

The processor must not attempt to identify individuals using the data or by triangulation or by passing on information to third parties that allows others to identify the data subjects.

This duty of confidentiality will not apply in the event that the Controller has expressly authorised the furnishing of such information to third parties, where the furnishing of the information to third parties is reasonably necessary in view of the nature of the instructions and the implementation of this Data Processing Agreement, or if there is a legal obligation to make the information available to a third party.

**AUDIT**

In order to confirm compliance with this Data Processing Agreement, the Controller may conduct an audit by assigning an independent third party who shall be obliged to observe confidentiality in this regard. Any such audit will follow the Processor’s reasonable security requirements, and will not interfere unreasonably with the Processor’s business activities.

The audit may only be undertaken when there are specific grounds for suspecting the misuse of personal data, and no earlier than two weeks after the Controller has provided written notice to the Processor.

The findings in respect of the performed audit will be discussed and evaluated by the Parties and, where applicable, implemented accordingly as the case may be by one of the Parties or jointly by both Parties.

The costs of the audit by the forementioned independent third party will be borne by the Controller.

**DURATION AND TERMINATION**

This Data Processing Agreement is entered into for the duration of the cooperation between the Parties.

The Data Processing Agreement may be terminated in the interim and approval of the data request may be withdrawn by the Controller in case of non-compliance with the agreement and/or data protection regulations or there are reservations regarding data handling and security.

This Data Processing Agreement may only be amended by the Parties subject to mutual consent.

The Processor shall provide its full cooperation in amending and adjusting this Data Processing Agreement in the event of new privacy legislation.

**JURISDICTION, SUPERVISORY AUTHORITIES AND GOVERNING LAW**

This agreement, and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to this agreement or its formation (including any non-contractual disputes or claims), shall be governed by and construed in accordance with English law.

The Data Supervisory Authority of the United Kingdom will be accepted as the sole Supervisory Authority.

The courts of England will have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Agreement.

I [INSERT NAME], have read this Data Sharing and Procession Agreement and understand my responsibilities.

Print Name:…………………………………………………

Signed…………………………………………………………. Date……………………