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**Information Governance application**

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| Version Number: | 1.3 |
| Author (name) | Hollie Harrison |
| Name of approving committee | Interweave |
| Date Issued: | 25.04.2024 |

**Documents should be accessed via Interweave website to ensure the current version is used.**

**Updates**

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| New Version Number | Date | Change |
| V1 | 21 June 2022 | Independent quality review of draft document to include consistency, branding changes and alignment to local ICS programme methods |
| V1.1 | 27th June 2022 | Internal review by LTHT IG and the Interweave team, added additional questions for commissioning and updated DSPT questions |
| V1.2 | 16th February 2024 | Purpose updated to reflect discussion with LTHT IG |
| V1.3 | 25th April 2024 | Internal review by LTHT IG and Interweave Team, added additional information relating to the policies and procedures required for review by LTHT IG prior to approval |

**Purpose**

This application form should be completed by any third-party organisation wishing to access Interweave which requires information governance guidance. A third-party organisation is any organisation that is not an NHS Acute Trust or Local Authority. This application process is to gain advice and approval from Leeds Teaching Hospital Trust Information Governance Team (LTHT IGT) and does not replace the assurance process organisations will need to go through once their project has been approved.

**Process**

Completed application forms should be emailed to [leedsth-tr.informationgovernance@nhs.net](mailto:leedsth-tr.informationgovernance@nhs.net) attaching any supporting information. LTHT IGT will review and confirm their decision in writing.

If approved, the decision should be shared with the Interweave Team along with the Project Scoping Document and Executive Sign Off at Gate 1.

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| **Organisation** |  |
| **ODS code** |  |
| **Applicant Name and Role** |  |
| **Contact email and telephone** |  |

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| 1. **Confirm your status and commissioning relationship to health and social care** | |
| Is your organisation independent or is it commissioned by an NHS or social care organisation?  Please briefly outline your commissioning structure, including which health/care organisations commission services from your organisation. |  |

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| 1. **Please describe the service you provide to patients / service users.** | |
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| 1. **What is the purpose of your access to this data?** | |
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| 1. **What is the lawful basis for your access to Interweave data (if known)?** | |
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| 1. **Describe the roles in your organisation who would require access to Interweave.** | |
| Established roles for accessing care record. |  |

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| 1. **Provide an overview of the Information Governance framework in your organisation.** |
| *Suggested example:*   * *Caldicott Guardian name and contact details* * *A list of IG related policies and procedures* * *General Data Protection Regulations (GDPR) Policy or equivalent* * *Information Governance (IG) Policy or equivalent* * *IT Security Policy and or Procedure or equivalent* * *Retention Policy or equivalent* * *Destruction policy or equivalent* * *Or any other policies and/or procedure in relation to the above* * *A brief description of your incident reporting and review procedure* * *A brief description of your IG committee’s operations* * *A brief description of your IG training offering, current organisation wide compliance and frequency of compulsory retraining* * *Provide your ICO DP registration number* |

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| 1. **Your Data Security Protection Toolkit (DSPT) compliance status** | |
| DSPT organisation name and code |  |
| Latest DSPT result (including year period) |  |
| Current DSPT submission in progress? | **Yes/No – Select as applicable**  **If no, please advise why?** |

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| 1. **Do you envisage sharing the data from Interweave outside of your organisation? If yes, please explain.** |
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| 1. **How does your organisation engage with patients / service users to explain data sharing?** |
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| 1. **What information / data do you require to solve this challenge and from which organisation?** |
| *Please refer to Appendix 1 to see what datasets are currently available to consume from other organisations.* |

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| 1. **Which type(s) of data would you be interested in providing as an organisation? (Please note: this may relate to a current proposed project or a future potential project. The provision of this information does not impact the IG approach for you to ‘consume’ data from the Interweave, but provides useful information to the IG Team to prepare for future priorities)** |
| *Please refer to Appendix 2 to see the minimum datasets and additional datasets to share with other organisations.* |

**Timescales**

LTHT IGT aim to respond to all requests within 12 working days. On occasion, this timescale may need to be extended.

**Next steps**

Once approved, please share the decision along with your Project Initiation Document and Executive Sign Off to the Interweave Team to allow a decision to be given at Gate 1.

**Appendices**

**Appendix 1**

Please see the below link to all the data providers and the resources they are currently providing through Interweave:

[Data provision - Interweave (interweavedigital.com)](https://www.interweavedigital.com/customer-support/data-provision/)