

National Data Opt-out GP Practice Compliance Preparation

The following assessment tool can be used to help assess how prepared GP practices are to become compliant with national data opt-out policy, and to identify any areas where further help may be required.

National Data Opt-out Compliance Preparation Assessment		
Completed by		
	GP Practice Name	
	Completed by	Name: Contact telephone number: Contact Email address:
Compliance awareness		
A	Do you understand the general principle of the national data opt-out policy? (https://digital.nhs.uk/services/national-data-opt-out-programme/understanding-the-national-data-opt-out)	Yes/No
	If no, is there anything specific that you aren't clear on?	
B*	Do you know what is required to be compliant? (https://digital.nhs.uk/services/national-data-opt-out-programme/compliance-with-the-national-data-opt-out/compliance-implementation-guide)	Yes/No
* Note : Your GP system will contain functionality to apply opt-outs to data disclosures. Your system supplier will contact you when this is available. You still however need to recognise which data disclosures require opt-outs to be applied.		
	If no, is there anything specific that you aren't sure about?	
Compliance Action List		
1.	Have you reviewed existing data disclosures to assess if opt-outs need to apply?	Yes/No
2.	Do you have the governance processes in place to consider future disclosure requests and whether national data opt-outs need to be applied?	Yes/No
3.	Have you updated your Privacy Notice with information for patients about the national data opt-out?	Yes/No
4.	Have you conducted a DPIA (Data Protection Impact Assessment) regarding new data processing activity to apply national data opt-outs?	Yes/No
5.	Has the new governance process to consider applying national data opt-outs been documented in Standard Operating Procedures (SOPs)?	Yes/No
6.	Are practice staff involved in processing data for disclosure fully aware of the new Standard Operating Procedures (SOPs)?	Yes/No
7.	If data disclosures will have national data opt-outs applied, have you informed partner organisations that receive the data?	Yes/No

Further specific information aimed at GP practices can be found here:

<https://digital.nhs.uk/services/national-data-opt-out-programme/information-for-gp-practices>