

## **Frequently Asked Questions (FAQs):**

### **- Why is NHS Lothian Information Governance review required for my project?**

Each individual Health Board has responsibility for ensuring that their patient data are handled securely. Some Health Boards may decide to do a risk assessment before participating in a project and some may not. This is up to up to each Health Boards own discretion. You are receiving this document because our Health Board has determined that we need more information on how patient data will be managed within your project.

### **- I'm not sure how to fill in the IT security checklist. How can I move forward?**

Your first point of call is the Information Security Project Manager (gavin.singleton@nhslothian.scot.nhs.uk). We can explain which parts of the checklist are relevant to the system you wish to use, and who to speak to within your organisation or a contracted organisation in order to source the required information. The checklist may need to be filled in by technical team supporting your specific technical data handling solution. Our Information Security Project Manager will be happy to help you with establishing contact with external technical teams and communicating with them directly.

### **- I'm not collecting any identifiable data, why do I need Information Governance review?**

If you feel like your project has been flagged up to Information Governance incorrectly, please speak to our Information Security Project Manager (gavin.singleton@nhslothian.scot.nhs.uk). It may be that due to the volume or level of detail of data you are collecting, it has been determined that Risk Assessment is required. Alternatively, if you are using a new system that will interact with the NHS Lothian network, an IT Security Risk Assessment will be required.

### **- Do I need to complete DPIA (Data Protection Impact Assessment)?**

During the initial review of your project, the NHS Lothian R&D team will determine whether the design of your project and how personal identifiable data will be processed complies with the NHSL R&D Generic DPIA and local policies and procedures (Refer to the Governance Review Checklist for your study). Where compliance in all these areas is confirmed by R&D, a study specific DPIA is not required. If it is determined that our R&D Generic DPIA does not cover your project in its entirety, R&D team will direct you to Information Governance to determine if a study specific DPIA is required. If available, we will request and can accept an external Sponsors DPIA or we can assist you in completing our NHS Lothian DPIA form.

## **Useful links:**

**For definition of Personal Data by ICO, follow this [link](#).**

For any IG/IT Security queries relating to R&D, you can contact [gavin.singleton@nhslothian.scot.nhs.uk](mailto:gavin.singleton@nhslothian.scot.nhs.uk).