

1. Data Item	2. Personal Data Category	3. Data Subject (e.g. Who's information is it? e.g. Citizen, Employee, OT etc.)	4. Data Format (Drop Down List)	5. Is the Information Being Transferred into or Out of the Organisation? (Drop Down List)	6. Where is the Data Received from (in) or Transferred to (Out)?	7. Is the Data Transferred Outside of the EEA? (Drop Down List)	8. (Only if Yes for 7) Detail measures taken to protect Data	9. How is the Data Transferred into or out of the Organisation?	10. Description of why the data is being processed.	11. Legal Basis for Processing (Article 6 Provision)	12. Is the Data Special Category? (Drop Down List)	13. Legal Basis for Processing Special Category (Article 9) or Criminal Records Data (DPA 2018)	14. Link to Location of Consent Form (only if consent is the legal basis for sharing)	15. What Procedure(s) Has Been Put in Place to Ensure Data Security?	16. How Long is the Data Retained For?	17. Date of Last Review of Processing Activity (at least annually)	17. Date of Last Change to Legal Basis for Processing	18. Who is responsible for the data item [Information Asset Owner]?	19. Has a Data Protection Impact Assessment been completed?	20. Is this an active or inactive process? (mark as inactive if the data process is no longer happening)
GP medical record	Health & Care	Service User	Digital	Out	NHS Trusts – Hospitals, Community or Mental Health Trusts.	No	N/A	Online Application Portal	Legal requirement in the Mental Capacity Act 2005	Legal Obligation (Article 6 Provision)	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed. Secure online portal	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Emergency Services (Ambulance trusts, police, A&E departments, out of hours services, 111)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed. Secure online portal	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	GP Federations (groups of GP practices working together)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed. Secure online portal	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Pharmacists - Medicines Optimisation	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed. Secure online portal	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Local Authority – Social Services	No	N/A	E-Mail	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Care Homes	No	N/A	E-Mail	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP CPCS referral	Health & Care	Service User	Digital	Out	Community Pharmacy BP monitoring	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	The Standard Care Records retention period will be applied. All data is held in line with NHSE data retention guidelines	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Kent & Medway Health.io Adherence as a Service - at home kidney test for patients with diabetes Kent & Medway GP Practices	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	The Standard Care Records retention period will be applied. All data is held in line with NHSE data retention guidelines	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Community Pharmacy Consultation Service Kent & Medway GP Practices	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	The Standard Care Records retention period will be applied. All data is held in line with NHSE data retention guidelines	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Post COVID Assessment Service (PCAS) West Kent Federation	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	Data Retention and Disposal Guidance is provided in the Information (Data) Governance Policy May 2021. Adult health records are retained for 8 years from the point of last consultation or discharge. Electronic records will be made inaccessible at the end of the retention period and paper records will be shredded and destroyed using confidential records destruction at the end of the retention period.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Collaborative Practice – Altogether Better Potentially all 196 Kent & Medway GP Practices although initially, the programme has been commissioned for 12 Practices.	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	The data will be retained for the duration of the programme (approx. 1 year) NHS mail and digital files are deleted.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Proxy Access – Implementation within care homes across Kent & Medway All GP practices across Kent and Medway and all care homes across Kent and Medway	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	Patent medication records are kept indefinitely in an electronic format in the GP practice. The recommendation is that care homes should keep medicines administration records for at least 8 years after the person's care ended at the service. After 8 years, review the records. If they are no longer needed, destroy them in line with local policies.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Surgery Staplehurst Health Centre The Crane Surgery Yalding Surgery West Kent Health Limited Kent and Medway NHS Care and Social Partnership Trust Maidstone and Tunbridge Wells NHS Trust Kent County Council Change Grow Live (CGL) Live Well Kent (IAP1) Porchlight Kent Community Health NHS Foundation Trust We are with you IESO West Kent Mind SECOMB EMIS Clinical Services DOCMAN	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	Data is stored electronically in clinically systems and deleted/destroyed in compliance with the NHS Record Management Code of Practice 2021 As Joint Controllers, providers will store data on their systems and delete/destroy in compliance with the NHS Record Management Code of Practice 2021. Paper records will be destroyed using a crosscut shredder or subcontracted to a confidential waste company that complies with European Standard EN15713. The Dementia Registers are held on GP EMIS systems, which will be updated by the Dementia Coordinators.	02/08/2023	n/a	IG Lead	Yes	Active

GP medical record	Health & Care	Service User	Digital	Out	Targeted Lung Health Check NHS Kent and Medway East Kent Hospitals University NHS Foundation Trust St James Surgery Church Lane Surgery Pencester Surgery Sun Lane Balmoral Surgery St Richards Road Surgery White House Surgery Orchard House The New Surgery Guildhall Street Surgery The Cedars Surgery High Street Surgery Sandgate Road Peter Street Surgery Oak Hall Oaklands Health Centre Hawkinge And Elham Folkestone East Family Practice Aylesham Medical Practice Central Lydden Surgery Manor Clinic Church Road Pencester Health Mareilo Health Centre	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	Data is stored electronically in clinically systems used by the Acute trusts including such as infotex and PAS and deleted/destroyed in compliance with the NHS Record Management Code of Practice 2021.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	eHUB Proof of Concept - Pilot Programme – eConsultation Room eHUB Proof of Concept - Pilot Programme – eConsultation Room	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	The Digitalisation of Lloyd George Records GP Practices Iron Mountain EMIS	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	HCRG Care Group and GPs EMIS DGS GP Practices Sweale GP Practices	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All data, whether held on paper or in electronic format must be stored and disposed of in line with each partner organisation's retention and disposal schedule. Retention periods should be informed by the Records Management Code of Practice published on 4 August 2021 by the Information Governance Alliance (IGA).	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Integrated Urgent Care Service (IUC) - covering Out of Hours and NHS 111 service	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Continuing Health Care (CHC)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Evaluation of the Dartford, Gravesham and Swanley (DGS) Health & Care Partnership (HCP) - PCN Integrated Community Frailty Service	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	BI team keeps all data in line with the ICB Retention Policy	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	EMIS Health and Egton and Vision The Practice is required to change this, if using another clinical system supplier (e.g. Vision or TPP SystemOne)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care "GP records should be retained until 10 years after the patient's death or after the patient has permanently left the country, unless they remain in the European Union.  Electronic patient records must not be destroyed or deleted for the foreseeable future."	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Medical Examiner Service – West Kent	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	There are no considerations in regard to retention and disposal of data over and above that of the source system as currently managed by the data controller, as the EPR Viewer provides 'read only' access to the original / source data. Any shared information retained by the ME service shall be stored securely and disposed of in compliance with the NHS Records Management Code of Practice (Records Management Code of Practice - NHSX) and host Trust policies and procedures.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Safeguarding Concerns – to prevent an individual, or to prevent a serious crime	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active
Medical records in our clinical system for the purposes of their assessment and investigation of significant safety incident.	Health & Care	Service User	Digital	Out	The Care Quality Commission (CQC)	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Law Enforcement and Regulatory Bodies	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Medico-Legal	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active

GP medical record	Health & Care	Service User	Digital	Out	General Medical Council (GMC)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	The Health Service Ombudsman (HSO)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	NHS Counter Fraud	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	NHS Digital – Statutory Data Collection	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	NHS England	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	National Cancer Diagnosis Audit (NCDA)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Public Health	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Kent and Medway ICB	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	"Risk Stratification" (Population Health Management and Case Finding) Recipient: NHS North and East London (NEL) CSU	No	N/A	Online Application Portal	Statutory requirement	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Research Partners	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
Employee Data	Personal	Employee	Digital	In	Employment Processing	No	N/A	Online Application Portal	legal requirement to provide all employees with payslip	Legal Obligation	No	Employment Law or Social Security/Protection Law	N/A	Staff email address linked to unique pay number so information cannot be sent to wrong person.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	Admin Manager	No	Active
GP medical record	Health & Care	Service User	Digital	Out	The Kent and Medway Care Record	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Shared Health and Care Board (SHaCB)	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held by the Practice will be kept for the duration specified in the Records Management Codes of Practice for Health and Social Care.	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	EMIS Health Systems Local Record Sharing – Integrated Care	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Vision 360 System - Local Record Sharing – Integrated Care	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Healthcare Gateway	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	National NHS Digital Services "Spine" including: -Patient Demographics Service -Referral Service-Electronic Prescription Service -GP2GP -Summary Care Record	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	NHS Digital – National Data Opt-Out	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active
GP medical record	Health & Care	Service User	Digital	Out	Open Exeter	No	N/A	Online Application Portal	To provide up to date medication information for the provision of care	Legal Obligation	Yes	Provision of Health & Social Care	N/A	Information sharing agreement in place. Information handling procedures are followed.	All records held in the Practice EMIS system are kept for the duration specified in the Records Management Codes of Practice for Health and Social Care	02/08/2023	n/a	IG Lead	Yes	Active



