

Guidance Notes

- As the Principle Investigator, you are responsible for completing the Data Protection registration form, and ensuring all those accessing the personal data are aware of the need for confidentiality in accordance with the Data Protection Act 1998 and Caldicott principles.
- If completing the form manually, please ensure you complete all appropriate parts in BLOCK CAPITAL LETTERS, to avoid your form being returned to you for re-completion.
- Ensure you date and sign the form in the boxes provided, and clearly print or type your name.
- Forms should be posted to the Research & Development (R&D) Department, Green Zone, Ground Floor, Queen's Hospital.
- If completing the form online, where boxes are provided, by clicking on the box a will appear. Where a box is provided for example next to 'Other', this will expand as you type in it.
- Forms should be emailed to Research.Development@bhrhospitals.nhs.uk. Please note, forms MUST be sent from the Principle Investigator's email account, which will act as a signature of that person, and indicate they agree to the contents of the form.
- More information can be downloaded from the NHS Trust's Intranet site, or by contacting the Data Protection Officer.

Study Title & R&D Number	The full name of the study as submitted to the Ethics Committee, & R&D number given to you.
Study periods	Retention periods are covered by principle 5 of the Data Protection Act 1998, and it is therefore important you insert the start and end date of the study, even if they are estimations at this stage.
Type(s) of data	Ensure you 'tick' all the types of data to be used in the study (or <input type="checkbox"/> in the box), and if selecting 'other', that you write/insert in the box provided a description of this data.
Format of data	Examples of electronic data is that stored on a NHS Trust PC, on a laptop or memory stick. Examples of manual information could be consent letters, or that in a structured format such as files referenced by patient name.
Data source	'Tick' (or <input type="checkbox"/>) more than one answer if applicable. If selecting 'other', write/indicate in the box provided a description of where the data was obtained.
Location of data	It is important you specify where the information is to be held for the length of the study, for example within an office on a NHS Trust site, PC or laptop. If an office is off NHS Trust premises, this location needs to be detailed.
Storage provisions	It is important adequate security provisions are taken to protect the personal data, and these should be detailed in this box. Examples include password protecting computers and databases, locking unattended offices, restricting access to only

	those working on the data for the research study etc.
Disclosure	<p>In accordance with principle 8 of the Data Protection Act 1998, it is important you detail the areas where the personal data will be disclosed. If selecting 'outside the EEA', ensure you write in the area indicated the countries outside the European Union.</p> <p>Some countries outside the European Union, although not having Data Protection Acts as such may have some other form of confidentiality legislation i.e. the USA has safe harbour procedures.</p>
If information is disclosed outside of BHRUHT:	Where information is disclosed to bodies outside of Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUHT); it is important the issues of confidentiality agreements are addressed, to ensure those receiving the personal data are aware of the Data Protection Act 1998 and Caldicott principles, their obligation to keep the information secure and not to further disclose it to third parties, or use it for other purposes.
Consent	<p>Consent needs to be explicit and therefore it is important when obtaining consent, that the data subject (e.g. patient or staff member), understands exactly what data regarding them is going to be used, for what purpose(s), how it will be stored and kept secure, and who it is or is likely to be disclosed to.</p> <p>When gaining consent it is advisable to clearly detail all of the above, and to get written consent for further reference.</p>

- Either insert your full name, date & sign the form, posting it back to the Research & Development (R&D) Department, or by sending it from the Principle Investigator's email account, this will provide the name, date of sending and act as a signature of that person.
- Please ignore the boxes included under OFFICE USE ONLY.