

Data Provision Agreement between the University of Reading and the University of Reading Medical Practice

1. Overview

The following agreement governs the provision of students' personal data, including sensitive personal data, by the University of Reading (the University) to the University Medical Practice (the Medical Practice) and explains the purposes for which that information may be used.

The Medical Practice will not share any personal information regarding its patients with the University unless the patient has given their explicit permission or it is otherwise lawful to do so. For further information as to the Medical Practice's management of sensitive data please see their website (www.readinguniversitymedicalpractice.nhs.uk) or ask at the Reception for a leaflet.

2. How students' personal information will be used

The Medical Practice will use the personal information for the purposes set out below.

- 2.1 To ensure the contact details for students are accurate so that communications, such as invitations for health checks and reviews, are sent out to the correct address. Female patients will also receive reminders of smear (PAP) tests when they are due, and parents will receive reminders of their children's immunisation program.
- 2.2 To assist in the list cleansing initiatives.
- 2.3 To prepare name labels for the annual Freshers' registrations in order to make the registration procedure easier to administer.
- 2.4 For any students' personal information contained in CCTV images, this information will be used to assist with the identification of visitors to the Centre, to help ensure public safety and assist with the prevention and detection of crime.

3. Information to be shared

- 3.1 The University will provide the Medical Practice with the following personal information from RISIS:

Title

First Name

Preferred name

Initials

Last Name

Date of birth

Gender

Student Number

Course code

Duration of course

Addresses (Reading locality)

Previous addresses

Telephone number

Email address

- 3.2 The University may provide the data listed in 3.1 to the Medical Practice for enrolled students up to a full year after the closure of their academic programme of study.
- 3.3 The Medical Practice will be given access to relevant CCTV images covering the Centre.

4. Information provision

- 4.1 Students' personal information will be provided via secure direct access or via encrypted email attachment. Medical Practice staff will be issued with University ITS accounts, according to the procedures set out in the Service Level Agreement (Schedule 1), to ensure the security of any data transfers. The direct access via RISIS portal log on will also assist the Medical Practice in maintaining accurate information.

5. Access to information

- 5.1 Access to the students' personal information and CCTV images will be restricted to the following employees of the Medical Practice:
- Receptionists
 - Administrators
 - the IT Manager

- 5.2 Staff listed in 5.1 will be issued with access accounts to RISIS and these will only be used strictly on a need to know basis for the purposes of health care provision.
- 5.3 Access to the students' personal information will be provided on a read-only access basis only.

6. Conditions for the processing student personal information

- 6.1 With regard to the use of students' personal information, the **Medical Practice** will:
- 6.1.1 comply with the University's Data Protection Policy and Guidelines (www.reading.ac.uk/data_protection) where appropriate;
 - 6.1.2 comply with the eight data protection principles in the Data Protection Act 1998;
 - 6.1.3 follow the Caldicott Guidelines on confidentiality;
 - 6.1.4 ensure that all **Medical Practice** staff, and any staff of data processors, handling student personal information, are trained and authorised to access the personal data before processing begins;
 - 6.1.5 ensure that any data processor it uses has security policies and procedures that ensure compliance with Principle 7 of the Data Protection Act 1998;
 - 6.1.6 maintain its accreditation with the PCT or its successor with regard to the Information Management and Transfer Local Enhanced Service;
 - 6.1.7 ensure that staff complete information governance training modules and participate in annual training programmes on data protection and maintenance of confidentiality.

7. Restrictions on the use of information

- 7.1. The information provided by the University to the **Medical Practice** shall not be routinely passed to any third party unless the patient's doctor believes that it is in their best interests with regard to health provision.

8. Student rights

- 8.1 Students have the right to refuse consent to certain uses of their information. In such cases they should contact either the University using imps@reading.ac.uk (0118 378 8981) or the **Medical Practice** Manager (or their deputy) on 0118 921 3823 if they have any concerns with the processing outlined above.
- 8.2 Students are entitled to access the personal data held by the University. See www.reading.ac.uk/accessing-personal-data for more information.

9. Retention of information

- 9.1 The **Medical Practice** will ensure that it adheres to the records retention policy for patient personal information available here: http://www.readinguniversitymedicalpractice.nhs.uk/userfiles/image/servicebuttons/Records_Retention_policy_oct_12.pdf

10. Review and publication

10.1 This agreement will be reviewed annually by the 31 July.

10.2 This agreement will be published on the University's website and linked from the University's fair processing notice, which new students consent to on enrolment:
www.reading.ac.uk/fair-processing-notice

Lee Shailer
Data Protection Officer

Date

Janet Judkins
Medical Practice Manager

Date

