National Opt-Out Compliance Checklist

Once completed this checklist can be used to demonstrate compliance for the Data Security and Protection Toolkit

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| 1. Fair Processing Notice (Privacy Notice/policy) has been updated and includes information on National Opt-Outs | Yes |
| 1. We have ensured that Staff dealing with patient/public enquiries know to signpost patients/public to [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters) for information on the national opt-out programme | Yes |
| 1. The DPO,Caldicott Guardian and SIRO are aware of and have ensured the implementation ofthe national opt-out policyby the organisation | Yes |
| 1. “Your data matters to the NHS” posters and handouts are available in public areas | Yes |
| 1. Our Data Flows/Disclosures have been reviewed to identify those that are in scope of national data opt-outs | Yes |
| 1. We have data flows that may be subject to the national data opt-out   <https://digital.nhs.uk/services/national-data-opt-out-programme/understanding-the-national-data-opt-out> | Yes |
| 1. We have applied the national data opt out to these flows | Yes |
| 1. These are the technical or other solutions in place;   MESH client software  MESH mailbox  SOP in place to check NHS Numbers and creation of files prior to disclosure  Technical solution included in clinical system (EMIS, TPP etc.)  Other *(state below in the space provided)* | N/A  N/A  Yes  Yes  N/A |
| 1. DPIAs are completed for new projects/processes and we have included a question to capture where national data opt outs may apply | Yes |
| 1. SOPs or equivalent are in place to ensure compliance with National opt-outs *(where relevant)* | Yes |
| 1. We have ensured that any agreements or contracts that we have in place with Processors of data for which we are Controller/Joint Controller for include clauses relating to the application of the national data opt out | Yes |

Declaration of Compliance

We confirm that we have taken all appropriate steps to become compliant with the national data opt out policy.

Name: Debbie Ratu

Position: Practice Manager and Data Protection Office

Signature:DRatu

Date: 19th Aug 22

**Compliance Statement has been published on the organisations website – Yes**