

Adding an Organisation to an ISA After Sign Off

Step 1. Select the Sharing agreement to Edit - Note this is locked as signed

The screenshot shows the 'Data Sharing' interface in the ISG SANDPIT system. The page title is 'ISG SANDPIT - A Lead Organisation 123'. The navigation bar includes 'Home', 'Organisation', 'Inventory', 'Data Sharing', 'Resources', and 'Admin'. Below the navigation bar, there are tabs for 'Data Sharing List', 'Data Sharing Summary', 'Data Flow List', and 'Data Flow Detail'. The main heading is 'Data Sharing'. Underneath, there is a 'Sharing Summaries' section with a search bar and a table of sharing agreements. The table has columns for 'ISCID', 'Sharing Summary', 'Added By Organisation', 'Review Date', 'Tools', and 'Archived'. The row for 'D5002962 EMS Data Sharing' is highlighted in red, indicating it is locked and signed. Below the table, there is a 'Data Flow' section with a table of data flows. The row for 'DF000418 My care record - Norfolk Region' is highlighted in green, indicating it is approved. At the bottom right, there is a '+ Add Data Flow' button.

ISCID	Sharing Summary	Added By Organisation	Review Date	Tools	Archived
D5002964	COVID identifying vulnerable people in the community (05-05-2021)	A Lead Organisation 123		 	
D5002966	COVID identifying vulnerable people in the community (05-05-2021) - COPY	A Lead Organisation 123	05/05/2021	 	
D5002962	EMS Data Sharing	LANGLATER MEDICAL PRACTICE - Norfolk	06/05/2021	 	
D5002967	EMS Data Sharing	A Lead Organisation 123		 	
D5002963	For Enrol Request #1	A Lead Organisation 123		 	
D5002960	Health Screening Survey ISA v1	A Lead Organisation 123		 	
D5002961	Lonem20 shared Records	A Lead Organisation 123	27/04/2024	 	
D5002960	My Care Record	A Lead Organisation 123	06/05/2021	 	

Data Flow	DPO Review	Risk Rating	Added	First Signed	Tools
DF000418 My care record - Norfolk Region			29/04/2021	29/04/2021	 

Step 2. Select Quick add or Lookup to select the organisation

ISG SANDPIT - A Lead Organisation 123 Home Organisation Inventory **Data Sharing** Resources Admin Help Log off

14 Data Sharing List Data Sharing Summary Data Flow List Data Flow Detail

Data Sharing Summary

View Data Sharing Summary DS002960 o

Data share name / Identifier:

Discoverability level:

Organisations involved:

Quick add: None selected -

Providing
Receiving
Data Controller
Joint Data Controller
Data Processor
+ Add

ID #	Organisation	Role	Providing	Receiving	Data Controller	Joint Data Controller	Data Processor
2529175	1ST ANDREWS MEDICAL PRACTICE <small>Added to summary: 25/04/2021</small>	Not selected	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 WHITE FIELDS DENTAL CLINIC <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	123 GP Practice <small>Added to summary: 25/04/2021</small>	Selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SPRINGFIELD HOUSE MEDICAL PRACTICE <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A GP Practice 2 <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
124567	A Lead Organisation 123 <small>Added to summary: 25/04/2021</small>	Selected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A Supported Organisation <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A GP Surgery <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
256789	Abbey - Dale Medical Centre <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
267890	Abbey Care And Nursing @Home Limited <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
278901	ALIX BURTON <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ALLERDALE BOROUGH COUNCIL <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Als Well Care <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
278912	CAWBERG HOUSE <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cherry Tree Hospital <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cherry Tree Hospital(2) <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
278923	CHEBLEY MEDICAL PHYSIC - SANCY LANE SURGERY <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
278924	CHEBLTON FAMILY PRACTICE <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
278925	CLIFTON ROAD SURGERY <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
278926	City University Of Essex LLP BX1 4AA <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
278927	LIVERPOOL UNIVERSITY HOSPITALS NHS FOUNDATION TRUST <small>Added to summary: 25/04/2021</small>	Selected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Maple Care Homes <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Voluntary Church Hall <small>Added to summary: 25/04/2021</small>	Not selected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lookup

Step 3. Choose the organisation

Data Sharing Summary

View Data Sharing Summary DS002960

Data share name / identifier: My Care Record

Discoverability level: Public

Organisations involved: Quick add: None selected

Providing Receiving Data Controller Joint Data Controller Data Processor

ICO # Organisation

ICO #	Organisation
Z5251173	1:ST ANDREWS MEDICAL PRACTICE Added to summary: 23/04/2021
	12 WHITE FRIARS DENTAL CLINIC Added to summary: 23/04/2021
	123 GP Practice Added to summary: 23/04/2021
	3:SPRINGFIELD HOUSE MEDICAL PRACTICE Added to summary: 23/04/2021
	A GP Practice 2 Added to summary: 23/04/2021
jkklk81	A Lead Organisation Added to summary: 23/04/2021
	A Supported Organisation Added to summary: 23/04/2021
	A GP Surgery Added to summary: 23/04/2021
Z5592117	Abbey - Dale Medical Centre Added to summary: 23/04/2021
ZA074532	Abbey Care And Nursing Limited Added to summary: 23/04/2021
Z2982077	ALEX BURCH Added to summary: 23/04/2021
	ALLERDALE BOROUGH COUNCIL Added to summary: 23/04/2021

Add Organisation

Step 2 - Select

1. Information Sharing Gateway results

Please select an organisation from this list if it exists.

Select Briggs Care Home

2. ICO Register results

If the organisation doesn't appear in the first list, please select it from the second list.

Select Z1025819 PBIP Solicitors Ltd, RH12 1AQ

Select Z1100557 PAULA ELIZABETH BRIGGS, L23 6US

Select Z1237261 MICHAEL BRIGGS, L23 6US

Select Z1260583 REBECCA BRIGGS, S10 5RU

Select Z1465341 LAURA BRIGGS, WC2A 3BP

3. Enter data manually

If the organisation doesn't appear in either list, please search again. Only if you are certain that the organisation doesn't exist in either system, manually enter the organisation details here:

Full organisation name:

ICO registration number (if known):

Save

Cancel Search again

Step 4. Tick 'Providing', Press confirm. Select '+Add' to update.

Data Sharing Summary

View Data Sharing Summary DS002960

Data share name / identifier: My Care Record

Discoverability level: Public

Organisations involved: Quick add: None selected

Providing Receiving Data Controller Joint Data Controller Data Processor

ICO # Organisation Assurance Providing Receiving Data Controller Joint Data Controller Data Processor

ICO #	Organisation	Assurance	Providing	Receiving	Data Controller	Joint Data Controller	Data Processor
Z5251173	1:ST ANDREWS MEDICAL PRACTICE Added to summary: 23/04/2021	Unassured	<input type="checkbox"/>				
	12 WHITE FRIARS DENTAL CLINIC Added to summary: 23/04/2021	Assured	<input type="checkbox"/>				
	123 GP Practice Added to summary: 23/04/2021	Supervised	<input type="checkbox"/>				
	3:SPRINGFIELD HOUSE MEDICAL PRACTICE Added to summary: 23/04/2021	Not submitted	<input type="checkbox"/>				
	A GP Practice 2 Added to summary: 23/04/2021	Not submitted	<input type="checkbox"/>				

Add Organisation

Step 3 - Set flow direction for organisation

Organisation	Providing	Receiving	Data Controller	Joint Data Controller	Data Processor
Briggs Care Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Search again Confirm

3. Scroll Down and 'Update Organisations'

Step 5. Scroll down and press 'Update Organisations'

What are the benefits to sharing the information?

In what format is the data being shared?

Who are the Data Subjects?

Others - please specify

Who will access the information being shared in the receiving organisation?

Others - please specify

Override review date:

For pre-existing agreements please complete the following.

Date signed:

Additional files (optional):

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Step 6. Press Ok to acknowledge the update

ISG SANDPIT - A Lead Organisation Suppress Emails

Home Organisation Help Log off

Data Sharing List Data Sharing

Data Sharing Summary Updated

Your summary has been updated successfully.

Data Sharing Summary

View Data Sharing Summary DS002960

Data share name / identifier:

Discoverability level:

Organisations involved:

Quick add:

Providing Receiving Data Controller Joint Data Controller Data Processor

ICO #	Organisation	Assurance	Providing	Receiving	Data Controller	Joint Data Controller	Data Processor
25251173	1/ST ANDREWS MEDICAL PRACTICE Added to summary: 23/04/2021	Exempt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 WHITE PRIARS DENTAL CLINIC Added to summary: 23/04/2021	Exempt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	123 GP Practice	Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 7. Select the Locked Data flow – Exp. 'My Care Record – DF3413

ISG SANDPIT - A Lead Organisation 123 Switch

Home Organisation Inventory **Data Sharing** Resources Admin Help Log off

Data Sharing List Data Sharing Summary Data Flow List Data Flow Detail

Data Sharing

Sharing Summaries Include Archived

Clear filters Customise Grid Export to Excel

Enter text to search...

	ISGID	Sharing Summary		Added By Organisation	Review Date	Tools	Archived
+	DS002964	COVID identifying vulnerable people in the community (05-06-2021)	🔒 2	A Lead Organisation 123		🔍 🗑️	
+	DS002966	COVID identifying vulnerable people in the community (05-06-2021) - COPY	🔒 2	A Lead Organisation 123	06/05/2024	🔍 🗑️	
+	DS002962	EMIS Data Sharing	🔒 1	LANCASTER MEDICAL PRACTICE - Sandpit	26/05/2021	🔍 🗑️	
+	DS002967	EMIS Data Sharing	🔒 1	A Lead Organisation 123		🔍 🗑️	
+	DS002963	For Email Request #1	🔒 2	A Lead Organisation 123		🔍 🗑️	
+	DS002980	Health Screening Survey DSA v1	🔒 2	A Lead Organisation 123		🔍 🗑️	
+	DS002961	Lorenzo Shared Records	🔒 2	A Lead Organisation 123	27/04/2024	🔍 🗑️	
-	DS002960	My Care Record	🔒 1	A Lead Organisation 123	28/08/2021	🔍 🗑️	

Data Flow	DPO Review			Risk Rating	Added	First Signed	Tools
DF003413 My care record - Norfolk Region	Approved	🔒 🏠	1/13	High	23/04/2021	23/04/2021	🔍 🗑️

[+ Add Data Flow](#)

+	DS002970	nicolatest34	🔒 4	University Hospitals of Wherever NHS Foundation Trust		🔍 🗑️	
+	DS002903	owned Art 6&9 dpo rview test	🔒 1	Fylde Coast Academy Trust	23/11/2021	🔍 🗑️	

Page 1 of 2 (19 items) Prev 1 2 Next

[+ Add Summary](#)

Step 8. Add organisations using the drop down and tick to select the organisation to add. Press +Add to update

ISG SANDPIT - A Lead Organisation 123 Switch Suppress emails

Home Organisation Inventory **Data Sharing** Resources Admin Help Log off

Data Sharing List Data Sharing Summary Data Flow List **Data Flow Detail**

Review Data Flow

DS002960 My Care Record

DF003413 My care record - Norfolk Region 🔍

Status: **Signed** Added By: **A Lead Organisation 123**

Data Flow Privacy Risk Assessment Contacts Additional Documents (0) DPO Review Sign-off

Data Flow Details

Data flow name / identifier:

Discoverability level:

Organisations involved in this data flow:

- 1/ST ANDREWS MEDICAL PRACTICE (Receiving, Data Controller)
- 12 WHITE FRIARS DENTAL CLINIC (Providing, Receiving, Data Controller)
- 123 GP Practice (Providing, Receiving, Data Controller)
- 3/SPRINGFIELD HOUSE MEDICAL PRACTICE (Providing, Receiving, Data Controller)
- A GP PPractice 2 (Providing, Receiving, Data Controller)
- A Lead Organisation 123 (Providing)
- A Supported Organisation (Providing, Receiving, Data Controller)
- A GP Surgery (Providing, Receiving, Data Controller)
- Abbey - Dale Medical Centre (Providing, Receiving, Data Controller)
- Abbey Care And Nursing @Home Limited (Providing, Receiving, Data Controller)
- ALEX BURCH (Providing, Receiving, Data Controller)
- ALLERDALE BOROUGH COUNCIL (Providing, Receiving, Data Controller)
- Murphy Care Homes (Providing)

Add further organisations (organisations providing data only): + Add

What is the direction of the data flow?

What is the frequency of the transfer?

Other - please specify

How many records are being transferred?

Step 9. Request Sign off or review as normal

ISG SANDPIT - A Lead Organisation 123 Switch
Suppress Emails

Home Organisation Inventory **Data Sharing** Resources Admin
Help Log off

Data Sharing List
Data Sharing Summary
Data Flow List
Data Flow Detail

Review Data Flow

DS002980 My Care Record

DF003413 My care record - Norfolk Region 🔍

Status: **Signed**
Added By: **A Lead Organisation 123**

Data Flow
Privacy
Risk Assessment
Contacts
Additional Documents (0)
DPO Review
Sign-off

Sign-off

You have Outstanding Sign-off Requests for this Data Flow

Organisation	Role	Requested	By	Sign By
12 WHITE FRIARS DENTAL CLINIC	Senior Officer	23/04/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign
3/SPRINGFIELD HOUSE MEDICAL PRACTICE	Senior Officer	23/04/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign
A GP PRACTICE 2	Senior Officer	23/04/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign
A Lead Organisation 123	Senior Officer	23/04/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign
A. GP Surgery	Senior Officer	23/04/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign
Abbey - Dale Medical Centre	Senior Officer	23/04/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign
Murphy Care Homes	Senior Officer	28/06/2021	Michelle.Murphy@mbhci.nhs.uk	Review and Sign

Sign off Status by Organisation

Organisation	Assurance	Requested	Signed	Rejected	Withdrawn
Expand / collapse all					
+ 1/ST ANDREWS MEDICAL PRACTICE	Expired	23/4/2021	23/4/2021		
+ 12 WHITE FRIARS DENTAL CLINIC(1 available signatories)	Expired	23/4/2021			
+ 123 GP Practice(1 available signatories)	Significant	23/4/2021			
+ 3/SPRINGFIELD HOUSE MEDICAL PRACTICE(1 available signatories)	Not submitted	23/4/2021			
+ A GP PRACTICE 2(1 available signatories)	Not submitted	23/4/2021			
+ A Lead Organisation 123(7 available signatories)	Limited	15/8/2021			
A Supported Organisation (0 available signatories)	Expired				
+ A. GP Surgery(3 available signatories)	Expired	15/8/2021			
+ Abbey - Dale Medical Centre(1 available signatories)	Expired	23/4/2021			
Abbey Care And Nursing @Home Limited (0 available signatories)	Expired				
+ ALEX BURCH(1 available signatories)	Not submitted	23/4/2021			
+ ALLERDALE BOROUGH COUNCIL(1 available signatories)	Not submitted	23/4/2021			
Briggs Care Home (1 available signatories)	Not submitted				
+ Murphy Care Homes(1 available signatories)	Not submitted	28/8/2021			

Export to Excel
Request Sign Off