Glossary

Senior Officer

A Senior Officer is responsible for signing off Data Sharing Agreements in the ISG. You may only have up to 5 individuals in the role of Senior Officer.
See 'ISG tasks by role' held on the Resources tab to discover what tasks Senior Officers can complete in the system

Administrator

The main role of an administrator is managing users within their instance of the ISG. This can include adding new users, archiving users and editing user's roles. An Administrator is able to setup and finalise data sharing summaries and data flows but is unable to sign off data sharing agreements.

See 'ISG tasks by role' held on the Resources tab to discover what tasks Administrators can complete in the system

Transaction Log

The data flow transaction log holds information about who has created and updated a data flow.

Data Asset

"An information asset is a body of information, defined and managed as a single unit so it can be understood, shared, protected and exploited effectively. Information assets have recognisable and manageable value, risk, content and lifecycles." – Guidance on the IAO Role
https://www.gov.uk/

Data flow

A data flow captures the detail of a data share between organisations and it is the data flow that is signed off by all organisations involved named in it. Whilst the summary names who is involved in the overall sharing for a particular purpose, the data flow details the organisation in each flow and details the frequency and direction of flows of data, transfer modes and controls in place. A privacy and impact assessment is submitted and risks are generated and reviewed for each flow.

Data Summary

A data summary gives an overview or summarises the nature of a data share. The summary will capture the organisations involved in the share, the data asset and the overall purpose of the data share. Other elements like benefits, format and review cycle are also detailed at summary level.
Under a data summary you can detail as many data flows as required. For example a data summary may be for 'Transport Statistics' across a region. The share may involve several different organisations, who may all have different modes and controls for transferring the data. If this is the case, then different data flows can capture these nuances between the organisations but the overall purpose of the data share all links back to the summary.

Data Protection Officer (DPO)

A DPO monitors internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority. They will review any sharing agreements that require their approval and sign off

Delegate role (for Senior Officers)

Senior Officers can delegate their role to other users within their organisation on the ISG. A user with a delegated Senior Officer role can complete all tasks 'on behalf of' a Senior Officer.

Lead organisation

Lead Organisations will have high level assurance, usually where data flow agreements are implemented such as hospitals and headquarters

Legal gateway

Is legislation that requires or allows the movement of information between organisations. This may be a statutory duty or powers for example; Children Act 2004, Mental Capacity Act 2005, Mental Health Act 1983, Health and Social Care Act 2012, Care Act 2014, and NHS Act 2006;

Pseudonymised information

Where data is anonymised but retains a single key such as a code or reference number, known only to the provider of the information so that when it is shared, the provider can link back to the individual, allowing re-identification. This can be classed as personal data if the pseudonym can be attributed to an individual

Anonymised information

Where all elements of potential identifiers are removed completely so that it does not identify an individual

Record (legal definition)

A record is 'information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business'. (ISO 15489-1:2016 Information and documentation - Records management)

Supported Organisation

Supported Organisations will usually be defined as an acceptor of an agreement such as GP surgeries and charities

Privacy Notice

A privacy policy is a statement or a legal document (inprivacy law) that discloses some or all of the ways a party gathers, uses, discloses, and manages a customer or client's data. It fulfils a legal requirement to protect a customer or client's privacy

Memorandum of Understanding (MoU)

A memorandum of understanding (MOU) is a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities.

GDPR

General Data Protection Regulation details the data protection provisions for organisation who process personal data and forms of the UK data protection regime, together with the new Data Protection Act 2018.

Sharing Partner

Organisations who share data lawfully to provide a service or support.

Resign Role

If you are leaving your role in your organisation navigate to the Profile tab and click Resign Role. This will inactivate all your roles at your organisation. This will only take effect for the organisation you are currently logged in to.

Organisation Contact

This will usually be a member of your Information Governance team that other organisations will contact to set up a data sharing agreement. This contact could be a specific person or a team email address. Other organisations will see your contact when clicking on your assurance badge.

Organisation Category

The category in which your organisation belongs to e.g. Autumn Grace Care Home would select a category of 'Care Home'.

Organisation Aliases

Your Organisation Alias is another name your organisation could be known as.

ICO Registration number

The General Data Protection Regulation / Data Protection Act 2018 requires every data controller (e.g. organisation, sole trader) who is processing personal information to register with the ICO, unless they are exempt.

ISG Administration Group

A number of organisations under a group licence. An Administration Group assembles organisations that have been attributed licences and organisations using the ISG under the free model that the contracting organisation wishes to support.

Super Administrator

The Super Administrator role is assigned to a registered user of the ISG when they are required to undertake a support role for their Organisation Group. This is normally the person who has been named by a contracting organisation to oversee and support the implementation of the ISG within their organisation and manage licences for their Organisation Group.

Organisation Assurance

Organisational Assurance gathers an organisation's IG credentials which includes ICO registration/review date, IG compliance standards/score, staff screening and training status. Once submitted it is visible by all other organisations registered on the ISG and provides information to enable an organisation to assess whether they are sharing data with a safe pair of hands.

The ISG won't stop organisations from sharing data with none or limited assurance but the assurance level will be displayed when adding a data flow and searching for organisations on the ISG.

An organisation's assurance level is generated by the information submitted. The organisation will be given an assurance rating of Significant (green), Limited (amber) or None (red) - as well as Not Submitted (grey) and Expired (grey)

Data Subjects

Individuals whose information is being shared e.g. patient, service users, staff

Data fields / items

A data field is a place where you can store data. Commonly used to refer to a column in a database or a field in a data entry form or web form.

Review date

When the sharing agreement should be reviewed to ensure it is still relevant and up to date. This does not stop a review being undertaken before the date should the need arise.

Purpose of Sharing

Why you want to share the information / data e.g. to fulfil your statutory obligation

Consent

Individual agrees to something happening and providing choice and control.

Sensitive Data / Special Categories

Personal data which the GDPR and DPA 18 says is more sensitive and there needs more protection e.g. race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.

Personal Data

Personal data is information that relates to an identified or identifiable individual e.g. name, identification number, location data or online identifier

Risk Assessment

Identifies the potential data protection risks to the processing of the data enabling mitigation plans and actions being defined to minimise the risks.

Information Asset

"A body of information, defined and managed as a single unit, so that it can be understood, shared, protected and exploited effectively.

Information assets have recognisable and manageable value, risk, content and lifecycles." National Archives

Information Asset Register

"A mechanism for understanding and managing an organisation's assets and the risks to them; including the links between the information assets, their business requirements and technical dependencies." National Archives

Information Asset Owner

Information Asset Owners (IAOs) are the senior responsible persons for the management of information within a defined area. Their role is to understand what information is held, what is added and what is removed, how information is moved, and who has access and why. As a result they are able to understand and address risks to the information, and ensure that information is fully used within the law.

ISG Data Asset Inventory

The ISG Data Inventory is a tab within the system which holds information on systems within your organisation that store information which is used for data sharing purposes. So the location i.e which IT system or database the information is held on or in relation to manual records the physical location.

So for example this could be;

- PAS system
- Administration system
- Appointment booking system
- HR record / Payroll system
- Delivery systems – post

This tab captures information about;

- the owner of the system or the IAO
- the type of data it holds (i.e. personal, commercial etc)
- the data items (fields) is personal sensitive or special category data.
- who are the data subjects
- and the format of the information