

## Information Sharing Agreement

### Parties to this Agreement

<b>Organisation Name</b>	Nimbuscare Ltd.
<b>Address</b>	Gateway 1, Holgate Park Drive, Holgate, York, YO26 4GG
<b>Responsible Person</b>	Gemma Wensley / Lissy Lago
<b>Contact Details</b>	<a href="mailto:alicia.lago@nhs.net">alicia.lago@nhs.net</a> / <a href="mailto:gemma.wensley1@nhs.net">gemma.wensley1@nhs.net</a>
<b>DSP Toolkit Submission Status</b>	2024-25 (version 7) - Standards exceeded
<b>Source</b>	Both
<b>Authorised Signatory/Date (Director)</b>	Tori Blake  Signed: Date:

<b>Organisation Name</b>	<b>North Riding Primary Care Network</b>
<b>Address</b>	Ampleforth and Hovingham Surgeries, Back Lane, Ampleforth, York, YO62 4EF
<b>Responsible Manager</b>	<b>Helen Cheetham, PCN Manager</b>
<b>Contact Details</b>	<a href="mailto:Helen.cheetham2@nhs.net">Helen.cheetham2@nhs.net</a> <b>07711221179</b>
<b>DSP Toolkit Submission Status</b>	<a href="#">Organisation Details</a> – Derwent <a href="#">Organisation Details</a> – Ampleforth <a href="#">Organisation Details</a> – Ayton & Snainton <a href="#">Organisation Details</a> - Sherburn
<b>Source / Recipient</b>	<b>Both</b>
<b>Authorised Signatory/Date (Caldicott Guardian, SIRO, Chief Executive, Director etc).</b>	<i>Helen Cheetham</i> – PCN Manager <i>Dr Gregory Black</i> – Clinical Director of North Riding PCN  Signed: Date:

<b>Date of Agreement</b>	01/12/2025
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<b>Review Date</b>	01/12/2026

**Specific purpose(s) for which the information sharing is required and necessity for the sharing**

To support the provision of patient care across the North Riding Primary Care Network. To provide additional clinical capacity to support the Winter Pressures faced by General Practice. Patient details will be shared as necessary through SystmOne with named clinicians to provide this service between January and March 2026.

**Type and status of information shared**

Patient NHS record available through SystmOne to be shared with named clinicians. Service will be provided through remote booking system.

Is the information 'person identifiable'?	Yes
Does it include special category personal data?	Yes
Does it include criminal offence data?	No
Is the subject aware that sharing will take place?	Yes

**Context of the Processing**

What is the nature of your relationship with the individuals?	Individuals are registered patients of the North Riding PCN
Would they expect you to use their data in this way?	Yes – this is also explained in the PCN and Practice Privacy Notice's
Do they include children or other vulnerable adults?	Yes
Is the processing covered by an agreement?	Yes

**Legal basis for sharing - please tick as appropriate**

**Article 6 (required if processing personal information):**

Consent	
Contractual necessity	✓
Legal obligation	✓
Vital interests	
Public task	✓

Legitimate interests	
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**Article 9 (required if processing personal information, including special category data\*):**

\*racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health, data concerning a person's sex life, data concerning a person's sexual orientation

Consent	
Obligations in connection with employment	
Vital Interests	
Legitimate activities of a not for profit body or association	
Information has been made public by the data subject	
Necessary in relation to legal rights	
Necessary for public functions	
Necessary for medical purposes	√
Necessary for reasons of public interest in the area of public health	
Necessary for archiving purposes	

**Duty of Confidentiality**

Does a Duty of confidentiality exist?	Yes – common law duty of confidence	
What justification is there for overriding this? Please tick as appropriate	Implied or explicit consent.	

**Information Items shared**

The list must be comprehensive and include all data items that are to be shared. Each data item must be justifiable as necessary for the intended purpose. The service user or staff member should be informed that their information will be shared. To deliver care, implied consent is sufficient.

<u>Service User Information</u>	<u>Yes/No</u>	<u>Comment</u>
<b>Name, address, Date of Birth, Gender, GP</b>	Yes	Via SystmOne booking – everything else is visible through the SCR
<b>Identifying numbers</b> (e.g. NHS number)	Yes	Available via S1
<b>Next of Kin, Emergency Contact, Carer Details</b>	Yes	Available via S1
<b>Clinical Details</b> (Clinical details should only be shared where there is a justifiable purpose)	Yes	Available via S1
<b>Basic Clinical Details</b>	Yes	Available via S1

(Condition and relevant care requirements)		
<b>Full Clinical Details</b> (May include medical history, test results, clinical letters, reports etc.)	Yes	Where the patient has consented at their practice for the record to be shared onto other health care providers (on registration)
<b>Criminal Offence Data</b>	No	
<b>Other</b> (Should only be shared where there is a justifiable purpose)		
<b><u>Staff Information</u></b>	<b><u>Yes/No</u></b>	<b><u>Comment</u></b>
<b>Name, Job Title, Work Base, Line Manager, Job Descriptions.</b>	No	
<b>Identifiers Such As Payroll No. NI Number</b>	No	
<b>Home Address, Date of Birth and Next of Kin</b>	No	
<b>Full Employment Record</b>	No	

#### Information Sharing Method

All parties to this agreement are responsible for ensuring that appropriate security and confidentiality procedures are in place to protect the transfer and use of the shared, person identifiable information.

<b>Regular transfer (specify frequency)</b>	Up to 15 patients a day
<b>More than 21 items per transfer</b>	
<b>Less than 21 items per transfer</b>	x

<b>Face to face</b>	<i>Yes, at Malton Hospital and pre-arranged by Nimbuscare or the PCN clinicians as part of their triage.</i>
<b>Telephone</b>	<i>Yes, for individual patient referrals, to specified service-to-service referral telephone number(s) only and when receiving staff member has identified themselves.</i>
<b>Electronically (state method)</b>	<i>Yes:</i> <ul style="list-style-type: none"> <li>- Via S1</li> <li>- Universal Receipt / Post-Event Message functions on ePR</li> <li>- Microsoft Teams chats/channels/video calls – subject to access controls and rules minimising the amount of identifiable information shared in open discussions.</li> </ul>
<b>Secure E Mail</b>	<i>Secure emails will be sent using NHS Mail for sharing any confidential investigation information when required, or for instances where other means of transferring referral</i>

	<i>information are unavailable. NHS Mail is encrypted and only accessible to authorised users.</i>
<b>Secure Mail</b>	N/A
<b>Secure Courier</b>	N/A
<b>Encrypted Removable Media</b>	N/A
<b>Transfers outside the UK</b>	N/A

<b>What are the identified risks?</b>	<p>1. Risk: Remote booking into the wrong clinic. Mitigation: Remote booking is done by slot type; the PCN (Primary Care Network) staff will only see and book within their own allocated slots.</p> <p>2. Risk: Wrong patient booked (e.g., patients with the same name). Mitigation: PCN staff complete patient ID checks during the booking process to ensure the correct patient is selected.</p> <p>3. Risk: Unauthorised access due to role-based permissions (e.g., leavers/joiners not updated). Mitigation: Access is role-based; organisations only access their own systems. Leavers and joiners are managed through formal processes to ensure access is granted or revoked appropriately.</p>
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### Subject Access

<b>Subject Access Requests Will Be Directed To</b>	<p>The relevant Practice Manager within the PCN  Ampleforth – Penny Coldbeck  Derwent – Abi Wilson  Sherburn – Stephanie Dalton  Ayton – Michaela Varley</p> <p>For Nimbuscare any subject access requests will be dealt with by the Information Governance Champion and must be sent to: <a href="mailto:Nimbuscare.feedback@nhs.net">Nimbuscare.feedback@nhs.net</a> or Nimbuscare Head Office</p>
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### Retention and Disposal

<b>Retention Period For Information</b> Select the appropriate option	For all organisations within the PCN and at Nimbuscare <input checked="" type="checkbox"/> Records Management Code of Practice
<b>Disposal Method For Information</b> Select the appropriate option	<input checked="" type="checkbox"/> For both organisations, once data have reached the date they are due for destruction, the current practice is that paper records will be placed in secure confidential waste for shredding to an approved standard, and digital data will be overwritten a sufficient number of times, or the media physically destroyed, as required by the Records

	Management Code of Practice ( <a href="https://transform.england.nhs.uk/information-governance/guidance/records-management-code/">https://transform.england.nhs.uk/information-governance/guidance/records-management-code/</a> )
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