

NYCRIS Data Disclosure Policy

This policy document forms part of the NYCRIS Security Policy. It is the over-arching policy encompassing the individual policies/procedures relating to the release of NYCRIS data.

Subject access requests

NYCRIS is registered for the purposes of the Data Protection Act 1998 under the registration of the Leeds Teaching Hospitals NHS Trust, the host organisation for NYCRIS. Any request made by an individual to see their own records will be dealt with according to the Trust's procedures.

Freedom of Information requests

As the statutory body, the Leeds Teaching Hospitals NHS Trust is required to comply with the requirements of the Freedom of Information Act 2000, and has developed a protocol and procedures for handling information requests in this context. NYCRIS deals with 350+ requests for information per year as part of its core business. In agreement with the Trust, any request for NYCRIS information which explicitly refers to the Act, or if it seems to be problematic – e.g. a media request for small area data, or a request from a pressure group for small area data - will be reported to the Trust and handled within the agreed Trust framework.

(See NYCRIS procedure for handling Freedom of Information requests, March 2006 draft)

Patient identifiable data

All requests for patient identifiable data are processed in accordance with the UKACR policy for release of patient identifiable data.

(See UKACR policy for release of patient identifiable data, v1.1b 28 May 2003)

Potentially identifiable data

All requests for potentially identifiable data are dealt with in accordance with the UKACR guidelines for handling such requests.

(See UKACR guidelines on release of individual level anonymised information and tabular information based on small populations or small cell counts (potentially identifiable information), March 2005)

Hospital/clinician identifiable data

All requests for information identifiable at either the service provider and/or clinician level are dealt with in accordance with the NYCRIS policy agreed by the NYCRIS Advisory Group.

(See NYCRIS policy for release of clinician/ hospital identifiable data, May 2005)

[These policies and procedures form the framework within which NYCRIS staff operate for the release of data. An in-house tool, the NYCRIS data release decision tree, has been developed to help with the implementation of these policies on a day-to-day basis. Any updates to the policies or procedures are reflected in the in-house tool.

NYCRIS reports a list of patient identifiable data releases to the NYCRIS Advisory Group on a bi-annual basis and annually to the Patient Information Advisory Group (PIAG), as part of the wider UKACR submission.]

Last updated: 9 March 2006