

# Regional Health and Social Care Information Sharing Agreement

Information Governance Steering Group 8<sup>th</sup> November 2022

## Contents

Policy – Local Authorities and Shared Care Record PID Access .....	2
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# Policy – Local Authorities and Shared Care Record PID Access Regional Health and Social Care Information Sharing Agreement

## Policy – Local Authorities and Shared Care Record PID Access

It is recognised that from time to time and determined by local service structures and agreements there are staff who are not part of the typical Adult Social Care and Childrens Social Care teams but who are responsible for providing Social Care. As a consequence, these teams may from time to time want access to the shared care records under the Regional Health and Social Care Information Sharing Agreement for the purposes of accessing the records of the clients on their caseload.

For the purposes of this policy and all agreements, procedures and technical solutions within the scope of the policy, examples of Social Care teams that may fall outside the normal scope of Adult Social Care and Childrens Social Care but who as a consequence of their function may need access to the shared care record platforms include without limitation:

- A. Housing teams;
- B. Falls teams; and
- C. Teams providing and supporting telecare and appliances.

Having due regard to the Regional Health and Social Care Information Sharing Agreement term 18.6 “Ensure that no restrictions are placed on sharing personal confidential data other than those specified in the agreement and in continuing agreements in effect at the commencement of the agreement” and the requirement to comply with expectations of confidentiality as set out in paragraph 4(2) of Part 2 of Schedule 3 of the Data Protection Act 2018<sup>1</sup>, the policy for access to the records of these data subjects is as follows:

1. County, Borough and District Councils are all classified within the Regional Health and Social Care Information Sharing Agreement as “social care providers”;
2. The organisations to whom the above organisations contract with for the delivery of their Social Care services are classified within the Regional Health and Social Care Information Sharing Agreement as “independent sector social care providers”;
3. Where team members needing access to the shared care record platforms are not part of the Authority’s Adult Social Care or Childrens Social Care teams:
  - a. Role based access controls are used to ensure that:
    - i. only those staff with a direct care role have access to Personal Identifiable Data for the data subjects concerned
    - ii. the scope data that is accessible to the user is appropriate to their roles
  - b. The staff concerned are trained in the use of the shared care record platforms before accessing the system
  - c. The staff concerned are up to date with their mandatory IG training;
4. Audit controls are used to detect and discourage inappropriate access; and
5. The organisations concerned comply with the Regional Health and Social Care Information Sharing Agreement qualifying standard.

For the purposes of this policy and all agreements, procedures and technical solutions within the scope of the policy, examples of the shared care records that may fall within the scope of the policy includes without limitation:

1. Connected Care;
2. My Care Record;
3. Surrey Care Record; and
4. Thames Valley and Surrey LHCR.

This policy takes effect from 8<sup>th</sup> November 2022 and expires on the 30<sup>th</sup> April 2028.

Version 2 (final).

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<sup>1</sup> Controllers must not disclose information:

- (a) “which was provided by the data subject in the expectation that it would not be disclosed to the person making the request,
- (b) “which was obtained as a result of any examination or investigation to which the data subject consented in the expectation that the information would not be so disclosed, or
- (c) “which the data subject has expressly indicated should not be so disclosed.”