**National Data Opt-out GP Practice Compliance Preparation**

The following is an assessment tool CCGs can use to help assess how prepared their GP practices are to become compliant with national data opt-out policy, and to identify any areas where a practice may require further help.

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| **National Data Opt-out Compliance Preparation Assessment** | | | |
| **Completed by** | | | |
|  | GP Practice Name |  | |
|  | Completed by | Name:  Contact telephone number:  Contact Email address: | |
| **Compliance awareness** | | | |
| A | Do you understand the general principle of the national data opt-out policy?  (<https://digital.nhs.uk/services/national-data-opt-out-programme/understanding-the-national-data-opt-out>) | | Yes |
|  | If no, is there anything specific that you aren’t clear on? |  |  |
| B\* | Do you know what is required to be compliant?  (<https://digital.nhs.uk/services/national-data-opt-out-programme/compliance-with-the-national-data-opt-out/compliance-implementation-guide>) | | Yes |
| \* Note : Your GP system will contain functionality to apply opt-outs to data disclosures. Your system supplier will contact you when this is available. You still however need to recognise which data disclosures require opt-outs to be applied. | | | |
|  | If no, is there anything specific that you aren’t sure about? |  |  |
| **Compliance Action List** | | | |
|  | Have you reviewed existing data disclosures to assess if opt-outs need to apply?  Using the current Practice Data Flow mapping document | | Yes |
|  | Do you have the governance processes in place to consider future disclosure requests and whether national data opt-outs need to be applied? | | Yes |
|  | Have you updated your Privacy Notice with information for patients about the national data opt-out?  Privacy Notice Updated Set 2019 | | Yes |
|  | Have you conducted a DPIA (Data Protection Impact Assessment) regarding new data processing activity to apply national data opt-outs?  Using Template DPIA | | Yes |
|  | Has the new governance process to consider applying national data opt-outs been documented in Standard Operating Procedures (SOPs)? | | Yes |
|  | Are practice staff involved in processing data for disclosure fully aware of the new Standard Operating Procedures (SOPs)? | | Yes |
|  | If data disclosures will have national data opt-outs applied, have you informed partner organisations that receive the data? | | Yes |

Further specific information aimed at GP practices can be found here: <https://digital.nhs.uk/services/national-data-opt-out-programme/information-for-gp-practices>