**Third-Party Data Sharing Register**

**Guidance Notes**

This register should contain details of any person or organisation *not employed by you* but who has access to data that you control and are responsible for. This may include clinics/hospitals where you work, referring doctors, any typists, cloud storage companies, etc.

It is also the correct location in which to record if you are a data processor, as well as the Data Sharing Agreement that has been imposed upon you.

**THIRD-PARTY DATA SHARING REGISTER OF:**

**[INSERT NAME OF HEALTHCARE PROFESSIONAL]**

**[INSERT BUSINESS ADDRESS]**

**[INSERT ICO REGISTRATION NUMBER]**

**[INSERT DATE]**

**Policy became operational on: [1 January 2023]**

**Next review date: [1 January 2024]**

**Third-Party Data Sharing Register of: [YOUR NAME]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Data shared** | **Name of third party** | **Role/service of third party** | **Relationship: controller or processor?** | **Type of agreement required** | **Agreement signed and in place?** | **Date of review of agreement** |
| Patient data including special category information |  Self-employed Typist | Provides administrative services | Processor | Formal Data Processing Agreement  | Yes | 05.01.23 |
| Patient data including special category information | Patient’s GP | Provides joint healthcare services | Controller- Controller | Data Sharing Agreement | Yes | 05.01.23 |
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