

**Queen Mary University of London Confidentiality Advisory Group
(Section 251) application form guidance**

Unlike the Barts Health NHS Trust Confidentiality Advisory Group (CAG) application for guidance, this section cannot template wording (In most cases) but guidance of who to approach and what is needed.

Please note the main Queen Mary University of London (Queen Mary) network may not be suitable for personal data. Please ensure that you refer to the Information Classification Policy. In most cases data will need to be stored with the Faculty of Medicine and Dentistry (FMD) Safe haven (<https://safehaven.bcc.qmul.ac.uk/>). There may be a cost associated with this.

Question A43. How long will personal data be stored or accessed after the study has ended?

Question A44. For how long will you store research data generated by the study?

Please check the Queen Mary records retention policy for your study type:

<https://www.qmul.ac.uk/governance-and-legal-services/governance/information-governance/records-management/>

Question A45. Please give details of the long-term arrangements for storage or archiving of research/personal data after the study has ended. Say where data will be stored, who will have access and the arrangements to ensure security.

All data for this application should be archived with the FMD Safe haven team in Arkivium (<https://safehaven.bcc.qmul.ac.uk/>). There may be a cost associated with this.

Below we have provided template wording for [IRAS Form Part B: Section 8 – Additional information for applications to the Confidentiality Advisory Group \(CAG\)](#)

Question 13. Have you undertaken a self-assessment using the NHS Data Security and Protection toolkit (DSPT)?

a) Various Institutes, Centres and Groups within the FMD have DSPTs and will have recent self-assessment. Below is a list of suggested contacts that you might be able to take on your study:

- Barts Cancer Centre – Sharon Robinson
- Clinical Effectiveness Group Blizard Institute - Keith Prescott
- PCTU- Blizard institute - Arouna Woukeu
- SMD – Please note, SMD Currently does not support additional groups in this area

It is recommended that you contact one of these groups as answering no to this question could result in declined application.

Question 14: Who will act as Information Guardian for any health records or other personal information used by the research team during the study?

Caldicott equivalent role(s)

There is no legal requirement for Queen Mary to have an appointed a Caldicott Guardian, but the Research Information Governance Group (RIGG) agreed that there is a functional need for such person.

Responsibility currently undertaken by Coleen Colechin, who as the central contact is supported by Information Governance (IG) leads (in the groups listed above) in the review of applications.

People undertaking the responsibility must understand what the role involves.

Corporate level security policy section

Corporate level security policy (Information below is for guidance for Queen Mary. For Barts Health guidance see SOP16a AD2 Barts Health CAG application form guidance). If you are applying for another Trust or Organisation, you will need to contact their IG team for the below information.

If you are using Queen Mary generated/created/held personal data ONLY :

CLSP for organisation 1:

Question 1. Please give the name of the organisation:

Queen Mary University of London

Question 2. What security and audit measures have been implemented to secure access to, and limit use of, patient identifiable information within this organisation?

Appropriate IG lead to complete this assessment of compliance statement

Question 3. Please provide an assessment of how the organisation's CLSP complies with the principles of the management and control guidelines contained in ISO 27002 (formerly ISO 17799:2005) and ISO 27001:2005 (both formerly parts 1 and 2 of BS7799 "Code of practice for information security management"). Confirm that the policy or policies have been formally adopted by the organisation and are fully implemented. Please provide an electronic reference copy of the CLSP.

Appropriate IG lead to complete this assessment of compliance statement

Question 4. Who is responsible for the implementation of the CLSP?

Answers to Q2-4 will vary depending which group (see about answer for Q59) you are making this application with.

Queen Mary CLSP is located at:

<https://www.qmul.ac.uk/its/about/governance--committees/governance/policies/>

Queen Mary's Chief Information Officer, Rachel Bence is responsible for its high-level implementation across Queen Mary.

Queen Mary wide Information security Standard Operating Procedures (SOPs) are located at: <https://www.qmul.ac.uk/its/about/governance--committees/governance/policies/>

But individual groups will also have their own SOPs

Question 5. What is the Data Protection Registration Number for this organisation?

Registration number: Z5507327

Date registered: 02 July 2001

Registration expires: 01 July 2025

Payment tier: Tier 1

Data controller: Queen Mary, University of London

Address:

Mile End Road

London

E1 4NS

Data Protection Officer: Jonathan Morgan

<https://ico.org.uk/ESDWebPages/Entry/Z5507327>

Question 6. Does the registration specify research as one of the purposes of processing and include confidential patient information in the classes of data processed?

No, it used to, but registration does not work like this anymore. The register no longer asks for specific classes and recipients.

Question 7 is for study team to complete.