CLINICAL DATA

Data source	Data type	Internal controls	Storage	Data preparation	Analysis
Data Controller if the data comes from healthcare providers: Healthcare provider organisations. Data Processor: Healthcare providers. Data Controller if the data come from an NCAPOP provider: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data. Data Processor: NCAPOP provider issuing the data	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data. Data Processor: Healthcare providers or the NCAPOP provider issuing the data			Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are jo... Data Processor: NCEPOD	

CASE IDENTIFIER SPREADSHEETS

Data source	Data type	Internal controls	Storage	Data preparation	Analysis
All healthcare providers via local contacts /clinicians or data from another NCAPOP programme such as a national clinical audit	Case identifier spreadsheets/pre-agreed data fields are transferred using data sharing platforms like SharePoint or by email to the NCEPOD nhs.net address *identifiable*	Data from the NCAPOP provider checked to ensure it is correct *identifiable* / Spreadsheets from healthcare providers checked for completeness *identifiable* / Incomplete spreadsheets are returned password protected to the local contact at the hospital *identifiable*	Complete data are entered into a database *identifiable*	Each patient case is allocated a unique 'NCEPOD number' linked to organisation providing data *pseudonymised* / Data sampled for patients to be included and crosschecked for other healthcare providers involved who need contacting *identifiable*	

CLINICAL QUESTIONNAIRES

Data source	Data type	Internal controls	Storage	Data preparation	Analysis
All healthcare providers via local contacts /clinicians	Clinical questionnaires submitted by a clinician using a unique log-in to an online application housed in NCEPOD or via hard copy if online is not possible *pseudonymised*	Checked for completeness and if other healthcare providers have been involved *pseudonymised* / Blank or partially completed ones are notified to the local reporter using the NCEPOD number only so that *pseudonymised*	Electronic data held on a protected standalone server. Paper questionnaires are entered into a database and the hard copy destroyed *pseudonymised* / Check with the additional healthcare providers if the patient is known them, if so add their details to *identifiable*		'NCEPOD number' only is used as a case identifier *pseudonymised*

CASE NOTES

Data source	Data type	Internal controls	Storage	Data preparation	Analysis
All healthcare providers via local contacts /clinicians	Case notes *identifiable* / Local contacts asked to return the outstanding items *identifiable*	Case notes checked for completeness *identifiable*	Secure server/locked cupboards *identifiable*	Anonymised *anonymous*	Peer reviewed in NCEPOD office or using secure remote access *anonymous*

ORGANISATIONAL DATA

Data source	Data type	Internal controls	Storage	Data preparation	Analysis
All healthcare providers via local contacts /clinicians	Organisational questionnaires submitted by the Local Reporter using a unique log-in to an online application housed... *non-sensitive data*	Checked for completeness *non-sensitive data* / Blank or partially completed ones are notified to the local reporter *non-sensitive data*	Database *non-sensitive data*	Stored on the standalone server *non-sensitive data*	A 'SITE ID' only is used as an identifier *non-sensitive data*

LINKED SURVEYS/INTERVIEWS

Data source - all UK	Data type	Internal controls	Storage	Data preparation	Analysis
Data Controller:PARTICIPANT Data Processor:NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD
Clinicians	Online clinician survey about a particular procedure *Clinician data are anonymous, or their name provided with their consent Patient data are pseudonymised using partial NHS number/Hospital number for linkage purposes only*	Surveys checked for completeness *Clinician data are anonymous, or their name provided with their consent Patient data are pseudonymised using partial NHS number/Hospital number for linkage purposes only* / Incomplete surveys are deleted from the table *anonymous*	Complete surveys are exported and stored in Excel on a protected stand alone server *Clinician data are anonymous, or their name provided with their consent Patient data are pseudonymised using partial NHS number/Hospital number for linkage purposes only*	Each response will be checked for a matching NHS/hospital number and linked to the case data where possible with the same unique NCEPOD number. If no case data are matched the NHS number will be replaced with a new unique 'NCEPOD number' *pseudonymised*	Unique number only is used as a case identifier - both for the linked and unlinked data *anonymous*

UNLINKED SURVEYS/INTERVIEWS

Data source -all UK	Data type	Internal controls	Storage	Data preparation	Analysis
Data Controller:PARTICIPANT Data Processor:NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD	Data Controller: HQIP and NHS England are joint controllers for the English NCAPOP data. HQIP and Digital Health and Care Wales are joint controllers for the Welsh NCAPOP data Data Processor: NCEPOD
Clinicians	Online clinician survey *anonymous or names given with consent for follow-up*	Surveys checked for completeness *anonymous or names given with consent for follow-up* / Incomplete surveys are deleted from the table *anonymous*	Complete surveys are exported and stored in Excel on a protected stand alone server *anonymous or names given with consent for follow-up*	Each respondent is allocated a unique 'NCEPOD number' *pseudonymised*	Unique number only is used as a case identifier *anonymous*
Clinicians/ Commissioners	Clinician/ commissioner interviews *anonymous or names given with consent for follow-up*	Interviews checked for completeness *anonymous or names given with consent for follow-up*	Recordings and transcribed interview data are held on a protected standalone server *anonymous or names given with consent for follow-up*	Each respondent is allocated a unique 'NCEPOD number' *pseudonymised*	'NCEPOD number' only is used as a case identifier *anonymous*
Patients/parents/carers	Parent/carer & patient focus groups/interviews *identifiable but names given with consent for follow-up*	Responses checked for completeness *identifiable but names given with consent for follow-up*	Focus group data is transcribed and held on a protected standalone server. Recordings are held on a protected stand alone server. *identifiable but names given with consent for follow-up*	Each respondent is allocated a unique identifier *pseudonymised*	NCEPOD number only is used as case identifier *pseudonymised*
	Parent/carer online survey *anonymous or names given with consent for follow-up*	Surveys checked for completeness *anonymous or names given with consent for follow-up* / Incomplete surveys are deleted from the table *anonymous*	Completed surveys are exported from survey monkey and stored in Excel on a protected stand alone server *anonymous or names given with consent for follow-up*	Each respondent is allocated a unique identifier *anonymous or names given with consent for follow-up*	NCEPOD number only is used as case identifier *anonymous or names given with consent for follow-up*

Responsible owner: Marisa Mason |Date completed: 23/02/26 version 8 date of next review 31/03/27