

CLINICAL DATA							
Data source	Data type	Internal controls	Storage	Data preparation	Analysis	Outputs	Destruction
<p><b>CASE IDENTIFIER SPREADSHEETS</b></p> <p>All healthcare providers via Local Contacts /Clinicians</p> <p>Case identifier spreadsheets sent password protected to NCEPOD NHS.net address</p> <p>Identifiable *NATIONAL DATA OPT OUT APPLIES HERE TO HOSPITALS - BEFORE DATA ARE SENT TO NCEPOD*</p> <p>Spreadsheets checked for completeness</p> <p>Identifiable</p> <p>Incomplete spreadsheets are returned to the local reporter password protected</p> <p>Identifiable</p> <p>Complete spreadsheets are entered into a database</p> <p>Identifiable</p> <p>Each patient case is allocated a unique 'NCEPOD number' linked to organisation providing data</p> <p>pseudonymised</p> <p>Data sampled for patients included in clinical questionnaire completion and case note return</p> <p>Identifiable</p> <p>*NATIONAL DATA OPT OUT APPLIES HERE TO NCEPOD IF DATA ARE SHARED BY NCEPOD WITH A HOSPITAL/GP DIFFERENT TO THE ORIGINAL DATA SOURCE*</p> <p>Report - NCEPOD website</p> <p>anonymous</p> <p>Summary sheets/infographic/QI tools - NCEPOD website</p> <p>anonymous</p> <p>Secondary analysis for editorials or peer reviewed journals for enhanced dissemination</p> <p>anonymous</p> <p>All data anonymised or shredded three months after report publication</p>							
<p><b>CLINICAL QUESTIONNAIRES</b></p> <p>All healthcare providers via Local Contacts /Clinicians</p> <p>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</p> <p>pseudonymised</p> <p>Checked for completeness and if other healthcare providers have been involved</p> <p>pseudonymised</p> <p>Electronic data held on a protected standalone server. Paper questionnaires will be entered into a database and the hard copy destroyed</p> <p>pseudonymised</p> <p>'NCEPOD number' only is used as a case identifier</p> <p>pseudonymised</p> <p>Blank or partially completed ones are notified to the local reporter using the NCEPOD number only so that they can ask the clinician to take another look</p> <p>pseudonymised</p> <p>Check with the additional healthcare providers if the patient is known them, if so add their details to the database with a unique NCEPOD number and send out q and request case notes</p> <p>Identifiable</p> <p>Peer reviewed in NCEPOD office or using secure remote access</p> <p>anonymous</p>							
<p><b>CASE NOTES</b></p> <p>All healthcare providers via Local Contacts /Clinicians</p> <p>Case notes</p> <p>Identifiable *NATIONAL DATA OPT OUT APPLIES HERE TO HOSPITALS - BEFORE DATA ARE SENT TO NCEPOD*</p> <p>Case notes checked for completeness</p> <p>Identifiable</p> <p>Locked cupboards</p> <p>Identifiable</p> <p>Anonymised</p> <p>anonymous</p> <p>Incomplete sets of case notes are kept safe and local contacts asked to return the outstanding items</p> <p>Identifiable</p>							
<p><b>ORGANISATIONAL DATA</b></p> <p>All healthcare providers via Local Contacts /Clinicians</p> <p>Organisational questionnaires submitted by the Local Reporter using a unique log-in to an online application housed in NCEPOD or via hard copy</p> <p>non-sensitive data</p> <p>Checked for completeness</p> <p>non-sensitive data</p> <p>Database</p> <p>non-sensitive data</p> <p>Stored on the standalone server</p> <p>non-sensitive data</p> <p>'SITE ID' only is used as an identifier</p> <p>non-sensitive data</p> <p>Blank or partially completed ones are notified to the local reporter</p> <p>non-sensitive data</p>							

LINKED SURVEYS/INTERVIEWS							
Data source -all UK	Data type	Internal controls	Storage	Data preparation	Analysis	Outputs	Destruction
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	Online clinician survey about a particular procedure	Surveys checked for completeness	Complete surveys are exported and stored in Excel on a protected standalone server	Each response will be checked for a matching NHS 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'	Unique number only is used as a case identifier - both for the linked and unlinked data	Report and summaries - NCEPOD website	All data destroyed/ aggregated three months after report release
Clinicians	Clinician data are anonymous, or their name provided with their consent. Patient data are pseudonymised using NHS number for linkage purposes only.	Clinician data are anonymous, or their name provided with their consent. Patient data are pseudonymised using NHS number for linkage purposes only.	Clinician data are anonymous, or their name provided with their consent. Patient data are pseudonymised using NHS number for linkage purposes only.	pseudonymised	anonymous	anonymous	

UNLINKED SURVEYS/INTERVIEWS							
Data source -all UK	Data type	Internal controls	Storage	Data preparation	Analysis	Outputs	Destruction
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	Online clinician survey	Surveys checked for completeness	Complete surveys are exported and stored in Excel on a protected standalone server	Each respondent is allocated a unique 'NCEPOD number'	Unique number only is used as a case identifier	Report and summaries - NCEPOD website	All data destroyed/ aggregated three months after report release
Clinicians	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	pseudonymised	anonymous	anonymous	
Clinicians/ Commissioners	Clinician/ commissioner interviews	Interviews checked for completeness	Recordings and transcribed interview data are held on a protected standalone server	Each respondent is allocated a unique 'NCEPOD number'	'NCEPOD number' only is used as a case identifier		
	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	pseudonymised	anonymous		
Patients/parents/ carers	Parent/carer & patient focus groups/interviews	Responses checked for completeness	Focus group data is transcribed and held on a protected standalone server. Recordings are held on a protected standalone server	Each respondent is allocated a unique identifier	NCEPOD number only is used as case identifier		
	Identifiable but names given with consent for follow-up	Identifiable but names given with consent for follow-up	Identifiable but names given with consent for follow-up	pseudonymised	pseudonymised		
Patients/parents/carers	Parent/carer online survey	Surveys checked for completeness	Completed surveys are exported from survey monkey and stored in Excel on a protected standalone server	Each respondent is allocated a unique identifier	NCEPOD number only is used as case identifier		
	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up	anonymous or names given with consent for follow-up		