

# Data Access Advisory Group

## Minutes of meeting held 31 January 2013

Members: Mark Davies (Chair), Clare Sanderson, Patrick Coyle, Sean Kirwan

In attendance: Diane Pryce, Louise Dunn, Mansoor Sahibzada, Frances Hancox (Secretariat)

Apologies: None

310113-a	<p><b>Welcome</b></p> <p>Clare Sanderson welcomed everyone and chaired the beginning of the meeting (items 310113-a to 310113-c) in Mark Davies' absence.</p>
310113-b	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of the previous meeting, 19 December 2012, were ratified.</p>
310113-c	<p><b>Matters Arising</b></p> <p><b>(a) Overview of Outstanding Actions</b></p> <p><i>260712-c1: Diane Pryce and Louise Dunn to review the existing data sharing agreement and suggest how this could be updated to form a two-stage process. (Update: Louise Dunn to provide an update on ongoing work at January 2013 meeting.)</i></p> <p>Due to time constraints, it was suggested that an update on this action should be given at the following DAAG meeting.</p> <p><i>260712-c2: Clare Sanderson and Louise Dunn or Diane Pryce to meet with ECC and HRA representatives to discuss the use of IG Toolkits and the process for customers who do not complete the IG Toolkit; Patrick Coyle and Sean Kirwan to be invited once a meeting date is set.</i></p> <p>It was agreed that due to the changes taking place at ECC it would now be more appropriate to discuss this issue with the HRA Confidentiality Advisory Group (CAG) later in the year.</p> <p><i>260712-f1: Diane Pryce and Louise Dunn to look into finding a technical solution for sharing DAAG documents. (Update: Dave Cronin to provide an update once a solution has been found.)</i></p> <p>An update was requested for the following DAAG meeting.</p> <p><i>221112-c1: Louise Dunn to send Mark Davies a summary of DAAG activity over the past 12 months. (Update: Mark Davies to provide an update on the outcome of this.)</i></p> <p>This action had been completed, and a response had been sent to the initial enquiry.</p> <p><i>191212-f1: Clare Sanderson to discuss with Mark Taylor how to maintain links between DAAG and the HRA Confidentiality Advisory Group.</i></p>

	<p>It was noted that Clare Sanderson and Patrick Coyle had been appointed to the Confidentiality Advisory Group.</p> <p>At this point Mark Davies joined the meeting and resumed the chair.</p> <p><b>(b) Overview of Outstanding Applications</b></p> <p><u>301012-a: University of Edinburgh</u></p> <p>A completed information security form had been received from the customer and a letter had been sent to the DAAG Chair for signature.</p> <p><u>031012-a University Hospitals Birmingham</u></p> <p>This customer had previously been informed that their application had been approved subject to them informing patients of the use of HES data and the involvement of the HSCIC in this study, and it was noted that the customer had now responded to confirm that this had taken place. A letter had been drafted to request additional details of what information had been sent to patients, and it was agreed that this would be discussed with the DAAG Chair outside the meeting.</p> <p><u>OC/HES/025: Million Women Study (University of Oxford)</u></p> <p>The customer had now returned a completed Information Security Assurance, and this would be reviewed by Dawn Foster.</p> <p><u>MR1267: Rapid Primary Care Initiation of Drug Treatment for TIA</u></p> <p>This application had been approved by DAAG the previous year, but the Group were informed that the study was now complete and so data would no longer be required.</p> <p><b>(c) Decisions Out of Committee</b></p> <p>None.</p>
310113-d	<p><b>Hospital Episode Statistics (HES) Applications</b></p> <p><u>310113-a, b and c: Clatterbridge Cancer Centre NHSFT</u></p> <p>This was an update of a previous application discussed at the 22 November 2011 DAAG meeting. The applicant had now requested access to the data through HES Business Objects rather than as a data extract. It was noted that the applicant had requested access to this data through HES Business Objects in the November 2011 application, but that DAAG had not agreed to this at the time as it was thought that the use of extracts would be more appropriate. It was noted that at this time it had been thought that HES Business Objects would cease running in April 2013, but since then it had been agreed that Business Objects would continue until 31 December 2013.</p> <p>There were some concerns around the use of HES Business Objects for this purpose, due to the lack of an audit trail and the fact that this was felt to be an inappropriate use of the tool. It was noted that the applicant had approval to access this data through extracts, but that this would be a different way of providing the data.</p>

	<p>The Group noted that as HES Business Objects would only be available until 31 December 2013, this request would only provide access to data up until that date.</p> <p>It was agreed that the applicant should be given access to the requested data through HES Business Objects, but that it should be emphasised that this was a transitional activity only and the approval would not carry forwards to a future version of the tool; this solution would not be available in the future.</p> <p><b>Outcome:</b> Approved</p>
310113-e	<p><b>NHS Central Register – MRIS Applications</b></p> <p><u>MR1294: HARP2</u></p> <p>This application requested list cleaning for notification of death status, and cause of death was not required. It was noted that the consent materials had been amended prior to recruitment taking place, and that the amended materials seemed to cover the data processing and health status check required.</p> <p><b>Outcome:</b> Approved</p> <p><u>MR1312: The Trauma and Audit Research Network</u></p> <p>The Group were notified that this application had received Section 251 support and would be proceeding.</p>
310113-f	<p><u>National Diabetes in Pregnancy Audit</u></p> <p>It was suggested that the patient information leaflet for this audit should include a reference to the data linkage that would be taking place, and it was proposed that the Data Linkage team should be consulted on the exact wording to use for this.</p> <p><b>Outcome:</b> Approved subject to the inclusion of information on data linkage, with the updated wording to be circulated to DAAG members by email</p> <p><u>National Wisdom Tooth Treatment Audit</u></p> <p>It was noted that an updated version of these consent papers had been submitted, and it was agreed that these would be circulated by email for review.</p>
310113-g	<p><b>Any Other Business:</b></p> <p>The Group were informed of a customer who had asked to retain data for longer than the retention period originally agreed by DMSG, and were asked if this would need additional approval from a full DAAG meeting. It was agreed that this could be considered by Chair's action.</p> <p>It was noted that queries had been received from customers asking for future DAAG meeting dates, as these were not available on the HSCIC website. This had previously been raised with the Web team, and it was agreed that this would be followed up to ensure the meeting dates were published online.</p>
310113-h	<p><b>Date of Next Meeting:</b> Tuesday 26 February 2013 14:00 - 15:00</p>

## Summary of Actions

Reference	Action	Owner
260712-c1 (ongoing)	Diane Pryce and Louise Dunn to review the existing data sharing agreement and suggest how this could be updated to form a two-stage process. (Update: Louise Dunn to provide an update on ongoing work at February 2013 meeting.)	Diane Pryce and Louise Dunn
260712-c2 (ongoing)	Clare Sanderson and Louise Dunn or Diane Pryce to meet with ECC and HRA representatives to discuss the use of IG Toolkits and the process for customers who do not complete the IG Toolkit; Patrick Coyle and Sean Kirwan to be invited once a meeting date is set.	Clare Sanderson
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