Appendix 2  NHS Lothian PIS Information Governance Flowchart

A requester has asked for a PIS data extract.

Is the requester going to link the data to another source?

Yes

External Requester

Is the requester internal or external?

No

Internal Requester

Does the request ask for patient identifiable data*?

Yes

if an external requester asks for patient level data it should go to Caldicott for approval whether it is de-identified or not.

Requester must fill in Caldicott Form and present to Caldicott Guardian for approval.

No

No approval needed.

Does the request ask for patient identifiable data*?

E.g. CHI, Name, Address, Postcode OR does the request ask for de-identified patient level data? E.g. Data at patient level with the CHI number replaced with a random unique number and all patient identifiers removed.*

Yes

No approval needed, if requester has access to PIS then they have already read and understood the NHS Lothian information governance policy. It is the requester’s duty to adhere to the NHS Lothian information governance policy.

No

The requester’s line manager must return the PIS request form via email stating they have understood the request and confirm that the data is needed for the requester to perform their role in NHS Lothian.

In all cases the extract/analysis must adhere to the NHS Lothian Information Governance Policy.

*Requests which ask for patient identifiable information will be assessed to determine whether de-identifying the data is a more appropriate alternative before progressing.