

Data Sharing Agreement between Norwich University of the Arts and Oak Street Medical Practice, Oak Street, Norwich NR3 3DL.

1. Overview

The following agreement governs the sharing of student information by Norwich University of the Arts with Oak Street Medical Practice. The information-sharing will take place solely to facilitate the registration of University students as patients at Oak Street Medical Practice, enabling new University students to complete the patient registration process and thus obtain medical assistance more quickly upon enrolment at the University.

2. Information to be shared

2.1 On receipt of an electronic patient registration form from a student of the University, Oak Street Medical Practice will communicate the student's name and University ID Number to the University. The University will then confirm to Oak Street Medical Practice:

- 2.2.1 Whether or not the individual is an enrolled student at the University; and
- 2.2.2 Whether or not a satisfactory identity check has been carried out with the individual by the University at Enrolment.

2.2 The University will provide the above data in respect of current students only.

3. How student information will be used by Oak Street Medical Practice

3.1 Oak Street Medical Practice will use the information to provide a fast-track patient registration process for students of the University. The information will prevent the need for Oak Street Medical Practice to carry out a second identity check with students.

3.2 In the event that a patient who claims to be an enrolled student of the University is not confirmed as a student by the University, or where the University has been unable to carry out a satisfactory identity check at enrolment, Oak Street Medical Practice will contact the individual in order to carry out its own identity check and thus continue the patient registration process.

4. Information provision

4.1 Information will only be provided in respect of students who have chosen to complete the electronic patient registration process with Oak Street Medical Practice.

4.2 Student information will be provided via regular secure electronic transfer using password-protected documents.

5. Conditions for the processing of student personal information

5.1 With regard to the use of students' personal information, Oak Street Medical Practice shall:

- 5.1.1 ensure compliance with the University's Data Protection Policy where appropriate;
- 5.1.2 ensure compliance with the eight data protection principles in the Data Protection Act 1998 generally;
- 5.1.3 ensure that any data processor it uses has security policies and procedures that ensure compliance with Principle 7 of the Data Protection Act 1998.

6. Student opt-out rights

6.1 The following opt-out procedures shall be in place:

- 6.1.1 Students are not obliged to register with Oak Street Medical Practice.
- 6.1.2 Students who choose to register with Oak Street Medical Practice are not obliged to register electronically. Students may choose to register with Oak Street Medical Practice in person and undergo an identity check directly with Oak Street Medical Practice.

7. Retention of information

- 7.1 Once a student has completed registration with Oak Street Medical Practice, a legal relationship is formed between them which will exist separately from a student's relationship with Norwich University of the Arts. Oak Street Medical Practice will therefore adhere to its own record retention policies for patient personal information.
- 7.2 Norwich University of the Arts will adhere to its own record retention policies in relation to student personal information, including information relating to a student's registration with Oak Street Medical Practice.

8. Review and publication

- 8.1 This agreement is to be reviewed annually.
- 8.2 This agreement will be published on the University and Oak Street Medical Practice websites. In the case of the University the agreement will be published alongside the University's Data Protection Policy, which new students consent to on enrolment:
<http://www.nua.ac.uk/about/information/support/>.

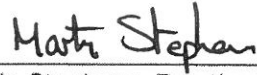
Signed:



Angela Tubb, Academic Registrar, Norwich University of
the Arts

Date:

14/9/2015



Martin Stephens, Practice Manager, Oak Street Medical
Practice

Date:

16 Sep 15