

Third Party Access Policy for Information Systems

Version 1.0

Document Control Summary

Title	Third Party Access Policy for Information Systems
Purpose of Document	This Policy outlines why and when a Third Party Access Agreement is required, and the steps required to action.
Status	Final
Version No.	1.0
Date of this Version	March 2009
Authors(s)	Chris Kitchener, Information Governance Manager
Circulated to	Information Governance Steering Group
Approved by (Names, titles and date)	Information Governance Steering Group March 2009
Next Review Date	March 2010

Background/Summary

The Trust is committed to working together with other organisations to provide high quality joined up care for service users, and already has robust information sharing agreements in place where information is routinely shared.

Partner organisations are increasingly requesting access directly to the Trust's information systems. This requires formal agreement to ensure compliance with relevant legislation, to ensure the protection of the data subject and to maintain the integrity of the Trust's information systems.

A Third Party Access Agreement formalises instances where individuals from other organisations are invited on to Trust premises for the specific purpose of accessing Trust information systems. It is not used in instances where individuals are given honorary contracts (such as contractors), and it is not used when information is transferred to another organisation as this is covered by specific information sharing agreements. It is used to facilitate information sharing when there is a genuine need for another organisation to access Trust information (such as some social care staff, the emergency services etc)

Benefits of a Third Party Access Agreement

A Third Party Access Agreement provides very specific controls for the Trust, enabling it to specify who has access to an information system, why, and the measures that will be taken if a security breach or deviation from the Agreement occurs.

It also enables compliance with the national Information Governance Toolkit requirements.

A Third Party Access Agreement:

- Clearly defines why access to a system is required, what systems will be accessed, intended use of the information, details of any subsequent information sharing and the implication of any refusal to allow access
- Specifies who requires access – organisation, team and individuals
- Commits Authorised Users to the same standards, policies and vetting checks as employees of the Trust
- Requires Authorised Users to meet high information governance and confidentiality standards
- Enables the Trust to take action against any information security or confidentiality breaches, including termination of the Agreement
- Provides a time limited arrangement with the potential for renewal at regular review dates

Policies

The 'Information Governance and IMT Security Policy' and the 'Network, Email and Internet Use Policy' both contain references to Third Party Access Agreements.

The Agreement

This is found separately on the intranet