



SONAR ABR Peer Review System Data Protection Impact Assessment (DPIA) Guidance Notes

INTRODUCTION

- The completion of a DPIA in relation to software systems used for data processing is the responsibility of the NHS Trust utilising the system.
- The system described below is supplied by Cyres Limited (“Cyres”) to enable NHS Trusts to undertake a specific type of Data Processing (as defined in the GDPR) in relation to data for which the Trust / NHS is the Data Controller.
- Cyres does not use this system to undertake any Data Processing on behalf of NHS Trusts.
- The guidance below is intended to assist Trusts’ Information Governance teams to understand the nature and scope of the system and to enable them to complete the necessary DPIA documentation.
- For further information or assistance, please contact info@cyres.co.uk.
- ***Whilst Cyres has endeavoured to ensure that this guidance is as complete and accurate as possible, it remains the responsibility of the relevant Information Governance team to ensure that they are satisfied with the final DPIA.***

SYSTEM OVERVIEW

Software System:	Cyres SONAR ABR Peer Review (“the System”)
Brief Description:	The System is a software system which allows authorised NHS clinical staff to peer-review (i.e. quality check) anonymised patient results of Auditory Brainstem Response Testing (a test carried out on infants or children to estimate their hearing levels) to ensure the results have been interpreted correctly.
System Delivery:	Cyres supplies the System software for installation on customers IT systems.





The software supplied contains no data. The System itself does not store data.

Operation of the System:

The operation of the installed System is undertaken entirely by authorised users within the NHS.

Where is the Data Stored?

The System is hosted by NEC Software Solutions UK Ltd on their S4H server.

Data is retrieved automatically from the S4H system (hosted and managed by NEC) for patient records that audiology staff at registered NHS Trusts have flagged as requiring peer-review.

Permission for data to be retrieved from S4H to SONAR has been signed off by the NHS Trust Caldicott guardians. The transfer of such data is encrypted through the HTTPS protocol, and the data does not leave the NEC network.

Who Can Access the Data?

Access to the system is controlled by the local NHS System Administrator and is limited to authorised NHS audiology staff.

Access for authorised users is managed through usernames and passwords (controlled by the Administrator) together with “Yubikey” two-factor authentication devices issued to authorised users.

Cyres has no direct independent access to the System once it is operational.

Cyres does not have access to any of the data within the System either identifiable or pseudonymised.

Cyres’ Role:

Cyres supplies the basic software for installation, together with general advice and support on implementation via phone or email.

Cyres is not a Data Processor: it does not operate, or have access to, the live System or engage in data processing of personal data on behalf of customers. In particular, Cyres does not obtain, record, store, update or share personal data using the System.

Cyres is not a Data Controller: it does not determine the purpose for which or the way in which the data is processed.





Who is the Data Controller?

The NHS trust / NHS England act as Data Controller

Who is the Data Processor?

Authorised NHS trust staff utilise the System to review data and act as Data Processors.

CYRES LIMITED KEY INFORMATION

Company Name:	Cyres Limited
Company Registration No:	4321140
Registered Office:	Mead Accounting, The Stables, Summer Road, Walsham- Le-Willows, Bury St. Edmunds, Suffolk IP31 3AJ
Trading Address:	33 Back Street, South Creake, Fakenham, Norfolk NR21 9PG
ICO Registration No:	Z8607789
Current Cyber Essentials Registration Expiry:	16/03/2027
Lead Contact:	Sebastian Brunt (CEO)
Contact Phone:	01223 655466
Contact Email:	s.brunt@cyres.co.uk
Online Security Trust Portal:	www.cyrescinergy.co.uk/TrustPortal.aspx
Telephone Support:	01223 655674





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GENERAL GUIDANCE FOR COMPLETING DPIA QUESTIONNAIRES

Important Note:

This information is intended to assist customers and Information Governance staff to complete DPIA questionnaires in relation to the use of the System.

Where the information does not match the user's specific Trust practices and procedures, users should rely on their own knowledge or obtain further guidance from appropriate IT, Audiology or Information Governance staff.

What is the reason / purpose for using the System for data processing?	The overall purpose is to improve the quality of patient management in relation to determining good hearing / permanent hearing loss. The System enables authorised NHS audiology staff to peer-review the quality of existing data to ensure that results have been interpreted correctly.
Does the System involve the use of artificial intelligence?	No
Are there any potential additional privacy impacts?	No
Are potential new purposes likely to be identified?	No.

Does the Use of the System Involve:

The collection, use or disclosure of personal or sensitive data?	Yes. Involves the use of such data.
The collection, use or disclosure of <u>additional</u> personal or sensitive data beyond existing systems?	No





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A new use for personal data that is already held?	Yes. Reviewing the quality of the existing data by enabling existing data to be peer reviewed, to ensure that results have been interpreted correctly.
Disclosing personal data to organisations or people who have not previously had access to the information?	No
The linking, matching or cross-referencing of personal data that is already held?	Yes. Use of the System involves matching specific patient record data.
The creation of a new, or the adoption of an existing, identifier for individuals; for example, using a number or biometrics?	No
Establishing or amending a register or database containing personal data?	No
New or innovative use of technology or organisational solutions that might be perceived as being privacy intrusive?	No
Exchanging or transferring personal data outside the UK?	No
The use of personal data for research or statistics, whether de-identified or not?	No



A new or changed system for handling personal data?	No
Any other measures that may affect personal data protection or that could raise data protection concerns with the public?	No

What Data is Used?

Data Used:	Existing patient results of Auditory Brainstem Response Testing (a test carried out on infants or children to estimate their hearing levels).
Personal Data:	All data used by the System is anonymised (name, address etc) although NHS clinical users require an NHS number and DOB to identify the data to be assessed / reviewed.
Sensitive Data:	Test results data used as above.

Justification for Data Processing

Legal Basis:	Consent - Parent / guardian consent for children’s audiology testing and processing of results is obtained prior to testing in accordance with standard NHS procedures.
Is any information to be sold?	No
Is the processing likely to interfere with the ‘right to privacy’?	No
Is there any access by third parties?	Access to information does not extend beyond authorised NHS audiology staff. No third parties involved other than the NHS server host, NEC Software Solutions UK Ltd, which is on the Register of Caldicott Guardians.



Is the information of good enough quality for the purposes for which it is used?	Yes, the System uses up-to-date data on Auditory Brainstem Response Testing.
Can the System itself be used to amend or delete information?	No. That would require the use of other existing NHS audiology systems.
Is personal data obtained from individuals or other organisations accurate?	The System uses existing data. It does not involve obtaining new data. The purpose of the System is to ensure that audiology data has been correctly interpreted.
What are the retention periods for the personal information and how will this be implemented?	In line with NHS Records Management Code of Practice.
Are there any exceptional circumstances for retaining certain data for longer than the normal period?	No
How are subject data access, rectification, erasure and related matters dealt with?	Patients can make a request in accordance with Trust policies.
What electronic security measures are in place for the operation of the system?	Data is encrypted through the HTTPS protocol. Transferred / stored on S4H server operated by NEC Software Solutions UK Ltd which is on the Register of Caldicott Guardians.
Will individual's personal information be disclosed internally/externally in identifiable form and if so to who, how and why?	No data is disclosed externally to non-NHS staff. Data disclosed internally to authorised NHS audiology staff using the System is anonymised (other than the NHS Number and DOB which are required to ensure that the correct results are being assessed / reviewed).





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	The only people with access to personal information are NHS clinical staff authorised to use the System and who have been issued with usernames and a “Yubikey” device for secure access authentication.
Will data be processed or stored outside the UK?	No
How will the use of the System and views of stakeholders be monitored?	The operation of the System will be overseen and facilitated by a regional SONAR Lead, Deputy Lead and SONAR Administrator (all NHS staff) who will ensure that user / stakeholder views etc are communicated on an ongoing basis.

Third Party Information Sharing

Does the use of the System involve any third-party information sharing?	<p>The System does not involve any third-party information sharing.</p> <p>The only third-party with potential access to data is the S4H server host NEC Software Solutions UK Ltd which is approved by NHS England and is on the current Register of Caldicott Guardians - https://digital.nhs.uk/services/organisation-data-service/view-or-update-registers</p>
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