Project lead responsibilities for pan-London data sharing

The project leads are responsible for the fulfilment of the process to create a pan-London Data Sharing Agreement (DSA). The leads for pan-London project and data sharing work are most likely to be from a London local authority, the Metropolitan Police, London Councils, MOPAC or the GLA.

The project lead will:

- speak to the LOTI IG function (IG@loti.london) to discuss the planned project. LOTI will provide advice on data sharing and the key requirements and risks for your project.

- identify suitable subject matter experts (SME) from the range of parties who are involved in the data sharing. You need at least one IG person and one SME from each type of organisation eg local authority, NHS trust, police force.

- join these officers in a pan-London working group to help to undertake a DPIA and draft a DSA. This action is for when you are following the Pan-London Working Group Approach, and do not expect every organisation to review before a draft is finalised. If you need organisations outside the working group to review before the DSA is final, you must plan for this and identify the relevant people in each organisation now.

- use the pan-London templates and information from each member of the working group, to draft a DPIA and DSA that represent the personal data processing of all parties.

- arrange meetings and ensure that all comments are reflected in working group discussions and the DPIA and DSA.

- establish that the working group members are ready to agree and endorse the DPIA and DSA, then speak to LOTI about uploading the documents to the Information Sharing Gateway (ISG). This action is for when you are

following the Pan-London Working Group Approach, and do not expect every organisation to review before a draft is finalised. If you need organisations outside the working group to review before the DSA is final, you must plan for this to take place after the working group has produced a final draft. Discuss with LOTI if you want to involve more signatories earlier in the process.

- identify the name and email address of the officer who will sign the DSA on the ISG for each party to the sharing. Signatories need to be a user on their organisation's ISG account and have the ISG role of Senior Officer.

- arrange for the DSA to be assigned to each party's signatory in the ISG. This can be done by the DPO or Information Governance team of each organisation. LOTI can assist in adding a user to a London local authority ISG account and assigning the DSA to the signatory, once we are informed who that will be.

- follow up with the parties to ensure that sign off within the ISG is happening. LOTI can provide updates on progress of sign off from within ISG.

- ensure that any actions stemming from the DPIA are allocated, achieved and monitored.

- set a review period for the DPIA and DSA and allocate this responsibility.