



## JAG accreditation scheme

### JAG briefing 19/01: sharing information with JAG

**Audience:** All endoscopy services  
**Date issued:** January 2019  
**Review date:** January 2021  
**Standards relevant:** NA

#### Introduction

As a result of the General Data Protection Regulation (GDPR) there are increased controls around the sharing of information with third parties. This document provides guidance to service when sharing information with JAG as part of an accreditation assessment.

#### Sharing staff information

As part of an accreditation assessment services must upload evidence as defined in the JAG evidence guide. Part of this may include evidence which identifies staff members in their professional roles, and this must be uploaded for an assessment to proceed. As the staff member is someone in a professional role the person's relevant job role, skills and experience are a professional asset for the organisation. Core data around professional roles and activities can be processed by the organisation and approved partners without explicit permission.

If a staff member explicitly doesn't consent to their staff name being uploaded then they are able to opt-out and the service should upload evidence with that individual staff member pseudonymised, whereby their name or other identifiers are changed to a random identifier. However, services must be aware that the assessment team's ability to assess the service is seriously diminished if they are unable to distinguish staff (for example, when reviewing activity and ensuring appropriate staffing levels and skill mix). If an assessment team is unable to verify that a standard is being met then they may request further information, and the ability to proceed with the assessment may be hindered in extreme circumstances.

JAG does not ask for confidential information about staff such as staff appraisals.

#### Patient information

JAG does not ask services to upload patient information and services must not upload such information at any time. This includes any patient identifiable data including patients' names. If a service uploads patient information then JAG will write to the service to inform them of a breach and delete the patient information from its systems.

#### Confidentiality

All staff and contractors working for JAG operate under confidentiality. This includes clauses in staff and contractor contracts and in contracts with third party companies (such as JAG's webtool provider).

#### Further information

For further information please see [www.thejag.org.uk/support](http://www.thejag.org.uk/support).