Super-SNAP1: cancellations & delays to surgery Information Governance Procedures

What is the aim of Super-SNAP1?

The purpose of Super-SNAP1 is to help inform NHS England and NHS Improvement (NHSEI) and administrations in the devolved nations, about the current rates and reasons for cancellations, the type of surgery being done and the challenges faced by surgical/perioperative teams. We want to be able to identify any variation between countries and types of hospital in order to support policy making around equitable access to care as we remain so busy in theatres and critical care.

Is Super-SNAP1 research, audit or service evaluation?

Super-SNAP1 is a service evaluation. It is not considered research, as it does not involve any randomisation, intervention or changes to patients' care. For these reasons, SuperSNAP1 does not require research ethics committee (REC) approval. Please refer to the Health Research Authority (HRA) decision tool outcome here.

What type of data is collected?

Super-SNAP1 collects operational/ service level data. Hospital location will only be used to determine if there are any regional differences and specific hospitals or Trusts will not be identifiable in future publications. Super-SNAP1 **does not** collect any patient or clinician identifiable data.

What information governance or regulatory approvals are required?

None. We are not seeking identifiable data or sensitive information about individual patients.

How is data submitted?

Data will be entered by local reporters directly into electronic data collection forms via a secure web-based portal - FormAssembly.

Where is data stored?

Data will be entered and stored via FormAssembly, which is a secure and compliant cloud-based application. FormAssembly is PCI DSS Level 1 Certified and is compliant with GDPR, HIPAA, FERPA, EU-U.S. Privacy Shield, the Australian Federal Privacy Act and Australian Privacy Principles. For further information relating to FormAssembly Security Practices please visit the following website https://security.formassembly.com/

Who will have access to the data?

The data submitted will be seen and analysed by the Super-SNAP1 study team. The Super-SNAP1 study team are from the Royal College of Anaesthetists (RCoA), Health Service

Research Centre (HSRC), University College London (UCL) and the University of Nottingham. The names and affiliations of all those who will be involved in analysis can be found here.

When we have analysed the data, reports will be shared for the purpose of academic publication and also to inform NHSEI and devolved administrations of the findings. However, all information shared with these organisations will be aggregated results, not individual hospital findings. No individual hospital data will be available to anyone outside the study team.

What processes are in place to ensure data is secure?

All data processing is regulated by the General Data Protection Regulation 2016 and Data Protection Act 2018. IT systems in use have various levels of security inbuilt including ID password security. Data is stored on a password-protected system, which prevents unauthorised users gaining access.

How long will study data be stored?

Data will be securely stored for a period of 3 years after the study completion date. After this retention period, data will be destroyed confidentially.

What if I have further questions?

Please contact the Data Protection Officer: Ian Drayton if you have any further questions by email at dpo@rcoa.ac.uk

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), the supervisory authority in the UK responsible for the implementation and enforcement of data protection law, if you have concerns about the way your personal data is being handled. You can contact the ICO via their website - https://ico.org.uk/concerns/ or by calling their helpline – 0303 123 1113.