

## Signing-off an agreement – Quick start guide for Senior Officers

Some agreements will be set-up so all they require is a final sign off from the organisation's Senior Officer.

**N.B. The Senior Officer must have previously registered on the ISG.**

On receipt of an email asking them to sign-off an information flow, the **Senior Officer** should either click the email link or log-in directly to the ISG. On the first screen (the In-Tray) from logging in, by scrolling down you will find the relevant Data Flow Sign off Request (if there is more than one, check the name).

Data Flow Sign-off Requests					
Data Flow	Summary	Asset	Requestor	Requested	Sign By
EMIS Data Share	CCG Performance Report	EMIS Web	isgateway.user@nhs.net	14/02/2019	<a href="#">Review</a>

Click [Review](#) and you will be taken to the Data Flow. You can check the proposed sharing agreement by working across the blue tabs ([Data Flow](#), [Privacy](#), [Risk Assessment](#) etc). You should then click [Sign-off](#).

DF002752 Integrated Care Record - EMIS

Status: **Draft** Added By: **PARK PRACTICE**

[Data Flow](#) [Privacy](#) [Risk Assessment](#) [Contacts](#) [Additional Documents \(0\)](#) [DPO Review](#) [Sign-off](#)

Data Flow Details

On the Sign-off screen, click the [Review and Sign](#) button and you will see the Sign-off box.

[Data Flow](#) [Privacy](#) [Risk Assessment](#) [Contacts](#) [Additional Documents \(0\)](#) [DPO Review](#) [Sign-off](#)

Sign-off

You have Outstanding Sign-off Requests for this Data Flow

Organisation	Role	Requested	By	Sign By
TEST PRACTICE	Senior Officer	05/12/2018	jeremy.moyle@eastsussex.gov.uk	<a href="#">Review and Sign</a>

You can now make any comments you wish and then, providing you are happy, click the [Sign](#) button.

*You will get a pop-up saying you have signed off the Information Sharing Agreement and should you wish to withdraw, you have to contact the ISG administrator. This is to ensure robust good-practice around any information sharing that the agreement underpins i.e. you cannot withdraw from the legal agreement without letting partners know so any automated sharing can be turned off.*

Sign Off Data Flow

To the best of my knowledge, the details captured here accurately describe the data sharing practices and the controls in place to govern them.

Penny Lane Surgery and its staff will make every effort to ensure that the controls are monitored and maintained and data sharing will only happen as described herein.

Should we wish to deviate from the practices and controls described here, we will review this data flow to ensure that these changes are captured.

Signatory: Example User, in my position of Senior Officer.

Comments...

[Cancel](#) [Refuse Sign-off](#) [Sign](#)