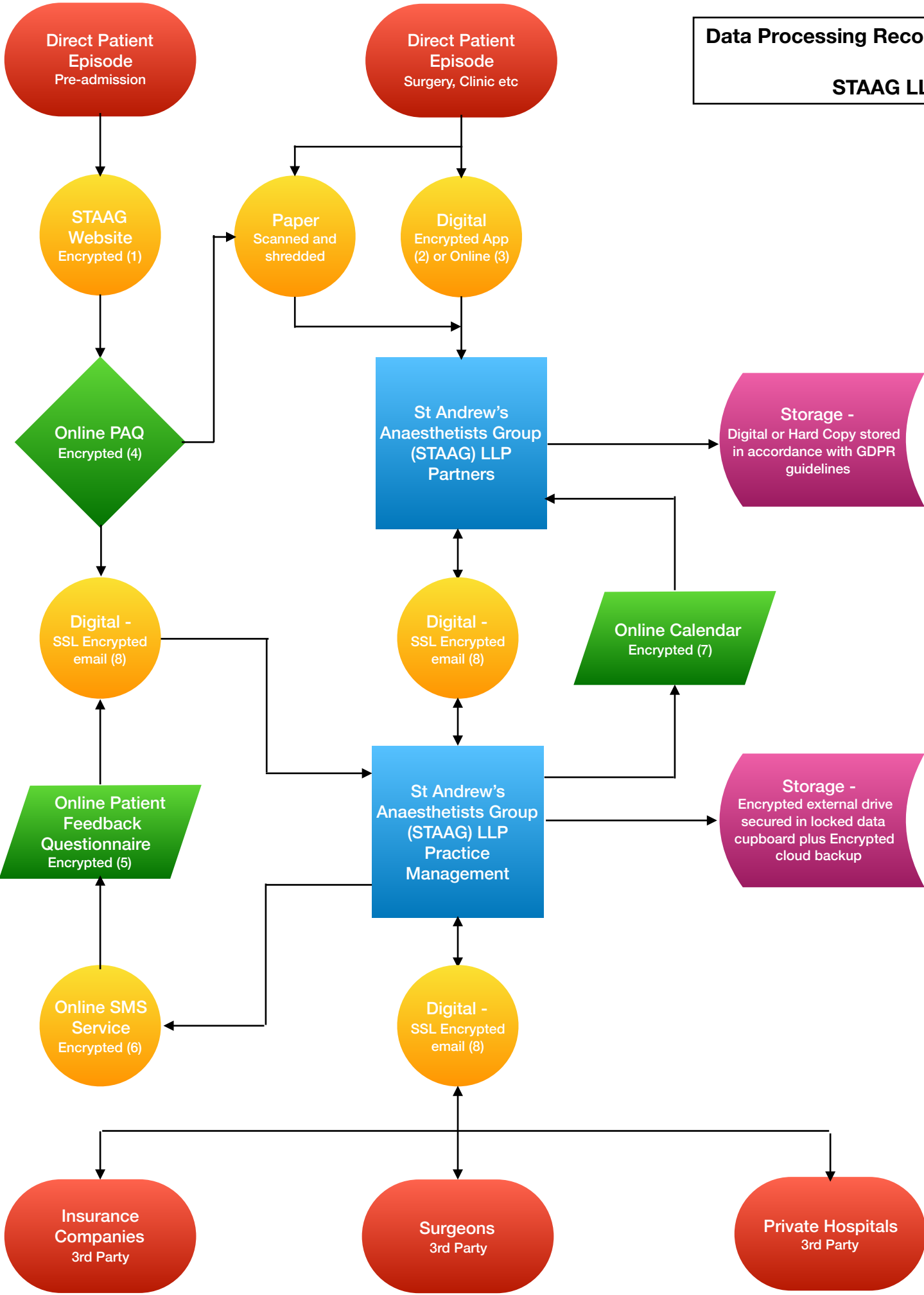


Data Processing Record
STAAG LLP



(1) St Andrew's Anaesthetists Group (STAAG) website is HTTPS and SSL protected. The website is written, maintained and accessed solely by Aquasomnus Ltd.

Information on the security used by our website host can be found here:

<https://www.1and1.co.uk/digitalguide/websites/website-creation/how-do-i-convert-my-site-to-ssl-and-https/>

(2) Surgical and Pre-operative Assessment Patient Data is collected in real-time using a fingerprint or face-recognition protected iOS device and recorded using the 'Tapforms' App, which encrypts all data and is again protected by fingerprint or face-recognition access. A backup is stored in the Tapform Cloud, which is also encrypted in transit and storage.

Information on the security used by Tapforms can be found here:

<https://www.tapforms.com>

(3) Alternatively Surgical and Pre-operative Assessment Patient Data is collected online using a bespoke Clinical Administration Form, created and maintained solely by Aquasomnus Ltd.

(4) Patients can elect to enter information into an online Pre-Anaesthetic Questionnaire, which requires specific consent to be given before data can be entered.

(5) After a direct patient episode, consent is requested and recorded to enable us to send an SMS message to the patient to request feedback on our service. Feedback is collected via an online survey. All data collected is anonymous and used solely for appraisal and revalidation purposes and is never passed on to a third party.

Our online data collection service is fully GDPR compliant and each input session requires specific consent to be given and recorded prior to entering any information.

Information on the security used by our online data collection host (3, 4 and 5) can be found here:

<https://help.surveygizmo.com/help/surveygizmo-security-faq>

(6) An online SMS service is used to request feedback from our patients, as detailed in (5).

Information on the data protection policy of our SMS service can be found here:

<https://fastsms.co.uk/downloads/DataProtectionPolicy.pdf>

(7) We maintain an online calendar, which is encrypted, listing anonymised data for Direct Patient Episodes. Any non-anonymised information such as clinic letters are attached to this calendar entry as an additionally encrypted, password protected file.

Information on the security used by our online calendar host can be found here:

<https://support.apple.com/en-gb/HT202303>

(8) All email traffic between partners of the STAAG LLP and its third party associates is sent using SSL encrypted email.

Information on the security used by our email host can be found here:

<https://www.1and1.co.uk/digitalguide/e-mail/e-mail-security/>