This Data Destruction Certificate must be used to notify NHS Digital of the destruction of data supplied to your organisation under a Data Sharing Agreement. It can be used for all scenarios where the destruction of data is required.

The terms of your agreement require confirmation that all the physical and logical data detailed on this certificate has been destroyed, including the original data and any copies in whole or in part. The table below defines provides details of your contractual obligations for each data type “source” data, manipulated data and derived data.

|  |  |  |
| --- | --- | --- |
| **Term** | **Definition taken from the Data Sharing Framework Contract (DSFC)** | **Requirement** |
| **Data** | the health or social care data specified in and that is provided by NHS Digital to the Data Recipient under a Data Sharing Agreement (DSA); and such term shall also be deemed to include Manipulated Data unless otherwise specified; | Destruction required as per the guidance below |
| **Manipulated** | any Data that has been Manipulated, unless and until it qualifies as Derived Data (to be determined at the sole discretion of NHS Digital); | Destruction required as per the guidance below |
| **Derived** | any Data (wholly or in part) that is Manipulated to such a degree that it: (a) cannot be identified as originating or deriving from the Data and cannot be reverse-engineered such that it can be so identified; and (b) is not capable of use as a substitute for the Data; and (c) has not at any time been verified by NHS Digital as not fulfilling the criteria (a) and (b) above | Destruction not requiredData believed to be derived data needs to have been confirmed as such by NHS Digital **If there is doubt as to whether data need not be destroyed, please contact NHS Digital**. |

All data must be securely destroyed to in accordance with the latest NHS Digital Guidance:

<https://digital.nhs.uk/services/data-and-cyber-security-protecting-information-and-data-in-health-and-care/cyber-and-data-security-policy-and-good-practice-in-health-and-care/sanitisation-reuse-disposal-and-destruction-of-electronic-media-guidance-for-health-and-care-organisations/destruction-and-disposal-of-sensitive-data-good-practice-guidelines>

**Contract/Agreement Details**

|  |  |
| --- | --- |
| **Data Sharing Agreement Reference** |  |
| **Date of Destruction** |  |
| **Reason for Destruction**(delete as appropriate) |

|  |  |  |
| --- | --- | --- |
| Agreement Expired | Agreement Amendment | Data Destruction Notice |

 |
| **Other – Please provide details** |  |

**Details of the Data that is being Destroyed**

|  |  |
| --- | --- |
| **Provide the details of the data sets subject to destruction on this certificate. These details should be a match or partial match to the data supplied under the Data Sharing Agreement.** |  |
| **Does this destroy all data held under the above Agreement ?**(delete as appropriate) | Yes / No |

**Details of the Media used to store the Data that is subject to Destruction**

|  |  |
| --- | --- |
| **Media Type** e.g. Magnetic, Flash, Hybrid |  |
| **Manufacturer Details** |  |
| **Model Type** |  |
| **Serial Number(s)** |  |
| **Asset Number(s)** As recorded in your asset register |  |

**DESTRUCTION DETAILS**

|  |  |
| --- | --- |
| **Method of Destruction** Please detail the method used |  |
| **Data Destruction Tool Used****Include Version** |  |
| **For Open Source Tools confirm that you have undertaken a risk assessment** |  |
| **Verification Method**How have you confirmed that the data has been permanently removed from the media |  |

**DETAILS OF ALL DATA BACK UPS**

|  |  |
| --- | --- |
| **Confirm your Backup Retention Period(s)** |  |
| **Have all Backups, Disaster Recovery and Shadow copies been destroyed**  |  |
| **If you answered no to the above question what is your approach to the destruction of the data on your backups?** |  |

Your organisation’s Certificate of Destruction (PDF only) should be attached to this form and sent to the enquiries@nhsdigital.nhs.uk quoting “HSCIC agreements expiry and data destruction” in the subject:

**Details of the Data Recipient**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Email Address** |  |
| **Telephone Number** |  |
| **Date** |  |
| **Signature** |  |

 **Details of the Data Destruction Officer**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Email Address** |  |
| **Telephone Number** |  |
| **Date**  |  |
| **Signature** |  |