Tool 3.1: Information governance and data processing agreement

*Please complete this form and return it to NHS Improvement. You should retain a copy for your records.*

Agreement for the Leadership behaviours surveys

The trust intends to use the SurveyMonkey platform supported by NHS Improvement for the purpose of the culture and leadership programme. Therefore:

1. The trust consents to the processing of data relating to the trust and trust staff for purposes of the culture and leadership programme.

2. The trust understands that:

* NHS Improvement will hold and process the data
* quantitative data will be anonymised before being sent to the trust
* qualitative data from the survey will be provided to the trust in full.

3. The trust will make sure that the policy in point 2 above is clear to those individuals from whom it seeks a response.

4. The trust and NHS Improvement will:

* keep the confidential information of the other party secure, provide for the safe custody of the information and prevent unauthorised access
* comply at all times with the Data Protection Act 1998 and the common law duty of confidentiality and all other applicable laws.
* retain a copy of this consent form for their records.

Signed for and on behalf of:

The trust

Signature: .....................................................................

Name: .....................................................................

Position: .....................................................................

Date: .....................................................................