



Performance & Monitoring – Data Access Request Form

SECTION 1: TO BE COMPLETED BY REQUESTOR			
Requestor Name		Requestors Contact Number	
Provider Name		Requestors Email Address	
User to have access <i>(Please list all users who you wish to access the data set)</i>	User Name (s)		User Job Title(s)
Data Requesting <i>(Please list all CCGs you wish to access)</i>	<input type="checkbox"/> Brent CCG <input type="checkbox"/> Central London CCG <input type="checkbox"/> Ealing CCG <input type="checkbox"/> Harrow CCG		<input type="checkbox"/> Hammersmith and Fulham CCG <input type="checkbox"/> Hillingdon CCG <input type="checkbox"/> Hounslow CCG <input type="checkbox"/> West London CCG
Requestor Confirms all requested users have SQL skills			<input type="checkbox"/> Yes <input type="checkbox"/> No
Users SQL Skill Level <i>(Skills level as listed in Appendix A)</i>	<i>Beginner</i> _____ <i>Intermediate</i> _____ <i>Advanced</i> _____		
User Software <i>(circle as appropriate)</i>	SQL	Tableau	R
Frequency <i>(circle as appropriate)</i>	Monthly	Annually	Quarterly
	<i>Other : _____.</i>		
Request Date/Time Period for use	Start : _____ End : _____ Other _____		
To be used for <i>(presentation, report etc) – please specify</i>			



SECTION 2: TO BE COMPLETED BY REQUESTOR – Projects

Description of requestor, organisation and key activities

Description of Information Required
(Please include dates/timeframes for any analysis, and other specific indicators/categories required in the data such as specific codes/metrics)
For multiple Projects, Please title each project.

Project(s) Purpose/ Project(s) Context
(what the data is required for. Please add additional name for each project)

Project Name:

System Request



SECTION 3: Assessment of Controlled Environment (In line with IGA Anonymisation Guidance¹ completed by requestor and assessed by Data Access and Security Sub Group

This section serves to document the consistent assessment of data requests to ensure that remain compliant with the anonymisation pursuant to the contractual requirements of the Digital ISA (5.15)

Is there a Level 2 IG Toolkit in place?	
No of Information Incidents within the last 3 years	
Signatory to the ISA?	
Any intention to link with other data sets?	
Has there been a recent audit of controls in place to reduce the risk of re-identification?	
How are staff appropriately vetted and confirmation that they have IG clauses in their contracts?	
Please confirm that the data will be retained for a 6 month period only?	
How many members of staff will have access to the data set?	

SECTION 4: Decision of Data Access Sub Group

Request Number		Date Received		
Received by		Assigned to		
Initial review comments <i>(Discussion with client – revisions required? Agreement to proceed? Can P&M provide the data? Etc)</i>				
Final Decision				

¹ Implementing the ICO Anonymisation Code of Practice: Guidance for Health & Care Services on disseminating data into controlled environments



SECTION 5: Completion Details

Date Completed		Date Provided		
Revisions Required				
Feedback from Client <i>(if applicable)</i>				

Appendix A

SQL levels and expected mastery items:

Beginner

- Where clauses (in, between, etc)
- Update syntax
- Inner vs left vs right join understanding and usage
- Syntax for altering and creating structures
- Temp tables and their usage
- Basic idea what indexes are for, though not how they work
- Understanding of what foreign keys are for and how to work around them (cascading deletes, etc)
- Understands basics of transactions
- Understands constraints

Intermediate

- How indexes work, difference between clustered, non-clustered, ETC's, what a page is and how they layout
- Understanding of sub queries, and can think through using them in joins and where's
- Pivots, Cursors
- Can think through joining a table on itself when relevant
- Can generate complex data reports via group bys with aggregate functions
- Can do basic profiling just in a monitoring/debugging capacity like reading a log
- Understands the difference between OLAP and OLTP and when/where to use OLAP structures
- Knows how to use triggers and not to use them
- Understands transactions and can layer them handling failures up the stack

Advanced

- Can read an execution plan, and understand how the different parts of the query effect it
- Can tune queries with execution hints (parallelism hints, index hints, loop hints, et al)
- Can profile and use traces for identifying and understanding statistics of executions under real-world load
- Can implement indexes, column store indexes, nested queries efficiently, optimise performance
- Knows what the data structures are on the disk
- Can use performance counters and understand what the database load and behaviour is from monitoring them
- Knows how to use triggers and how to use them safely, with minimal risk
- Knows how to use distributed transactions even with layers