



# Office for Data Release functional specification

## 1. Purpose

- 1.1. This paper sets out the functional specification for the Office for Data Release (ODR) of Public Health England (PHE).

## 2. Background

- 2.1. PHE has a number of statutory data controller responsibilities for the data and information it collects and generates. These cover not just the security and confidentiality of the data processed by PHE but also ensuring that robust governance arrangements are in place to ensure that requests to share data with partner organisations and stakeholders as part of PHE's national leadership role for protecting and improving public health are managed efficiently and in compliance with the law and the seven Caldicott principles.

## 3. Roles and Responsibilities

- 3.1. The ODR is responsible for managing the release of explicitly identifiable or potentially identifiable data from PHE on behalf of the Information Asset Owner (subject to ultimate approval of a designated Caldicott Guardian) to an agreed process and within a formal structure.
- 3.2. This responsibility excludes requests made under Section 40 of the Freedom of Information Act or subject access requests in accordance to the Data Protection Act 1998. Requests of this nature will be handled in accordance to PHE policies.
- 3.3. In doing this, the ODR will:
  - 3.3.1. Implement policies, procedures and systems as agreed by the Data Release Assurance Board for the release of explicitly identifiable or potentially identifiable data.
  - 3.3.2. Ensure data is released in a timely and appropriate manner in a format that is acceptable to stakeholders.
  - 3.3.3. Document and audit all data release(s) and ensure these are reviewed regularly as part of the authority granted by the Data Release Assurance Board.
  - 3.3.4. Ensure data releases are transparent and available for public scrutiny.
  - 3.3.5. Develop and implement a structured and managed cost recovery system.

#### **4. Accountability**

- 4.1.** Delegated authority is granted by the Accountable Officer to undertake this role on behalf of the Asset Owner(s).
- 4.2.** The ODR will be accountable to the Data Release Assurance Board, on behalf of the Accountable Officer and reports on a routine basis to the Senior Information Risk Owner (SIRO), who has overall responsibility for ensuring that risks are assessed and mitigated to an acceptable level.

#### **5. Frequency of meetings**

- 5.1.** The ODR will meet a minimum of once (1) per week.
- 5.2.** The ODR will additionally convene when and in whatever form is necessary and appropriate in pursuance of its responsibilities.

#### **6. Review**

- 6.1.** This functional specification be reviewed annually by the Data Release Assurance Board