

SOP number	<b>59.010</b>	Version	<b>1.0</b>
Title	<b>Local Privacy Advisory Committee: Purpose</b>		

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SOP category	West of Scotland Safe Haven			
Staff category				
<b>Staff Category</b>	<b>R</b>	<b>A</b>	<b>C</b>	<b>I</b>
West of Scotland Safe Haven Manager		X		
Local Privacy Advisory Committee Members	X			

### 1. Scope

This procedure applies to the Safe Haven within NHS Greater Glasgow and Clyde.

### 2. Purpose

The purpose of this SOP is to describe the function of the Local Privacy Advisory Committee with respect to the Save Haven.

### 3. Procedures

The Local Privacy Advisory Committee will ensure the Safe Haven conforms to data protection and confidentiality guidelines at all times.

#### 3.1. Approval of projects

The Safe Haven team will apply to Local Privacy Advisory Committee on behalf of projects wishing to access data held within the Safe Haven following an application as per SOP 59.011. The Local Privacy Advisory Committee will review applications and give decisions on project approvals based on Caldicott Principles and Information Governance guidelines.

#### 3.2. Safe Haven Processes

The Local Privacy Advisory Committee will provide approval of processes and procedures for bringing data into the Safe haven and also for extracting data from it. LPAC will provide approvals for access to systems and datasets, determine the lifespan of datasets and agree rules for statistical disclosure control. It may do this through devolved groups (i.e. the Safe Haven SOP Committee) or as a whole. The LPAC as a Terms of Reference which details the membership and remit of the committee.

**4. Referenced documents**

- SOP 59.011 - Research Application Process
- LPAC Terms of Reference

**5. Related documents**

- N/A

**6. Document history**

Version	Date	Description
1.0		Migration to Glasgow Clinical Trials Unit QMS

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