

# National Data Opt-Out Policy Statement

**Company:** Compitel

**Effective Date:** 10<sup>th</sup> November 2025

**Review Date:** 10<sup>th</sup> November 2026

## 1. Purpose

This policy outlines how Compitel complies with the NHS National Data Opt-Out, ensuring that individuals' preferences regarding the use of their confidential patient information are respected when processing data for purposes beyond direct care.

## 2. Scope

This policy applies to all staff, contractors, and systems involved in the processing of NHS patient data for purposes such as research, planning, analytics, or system support. It covers all services provided to NHS organisations where confidential patient information is accessed or processed.

## 3. Policy Statement

Compitel is committed to upholding the rights of individuals under the National Data Opt-Out. We ensure that:

- The opt-out is applied to all processing of confidential patient information for non-direct care purposes, unless a legal exemption applies.
- Our systems and processes are capable of identifying and excluding records where an opt-out has been registered.
- We only process confidential patient information for secondary purposes when we have a valid legal basis and have applied the opt-out where required.
- We maintain up-to-date records of how and when the opt-out is applied.

## 4. Responsibilities

- **Data Protection Officer (DPO):** Oversees compliance and advises on application of the opt-out.
- **Information Asset Owners:** Ensure that data flows and systems under their control apply the opt-out appropriately.
- **All Staff:** Must be aware of and comply with this policy when handling NHS data.

## 5. Implementation

- We use the NHS Digital MESH or other approved mechanisms to check and apply the national data opt-out.
- We review our data flows and processing activities annually to ensure compliance.
- We document all instances where the opt-out is not applied due to legal exemptions.

## 6. Training and Awareness

All relevant staff receive training on the National Data Opt-Out as part of their induction and annual information governance refresher training.

## **7. Monitoring and Review**

This policy is reviewed annually or when significant changes occur in legislation, NHS guidance, or our processing activities.

## **8. Further Information**

For more information about the National Data Opt-Out, visit: <https://www.nhs.uk/your-nhs-data-matters>