



DPIA Summary Report

Asset / System Name:	Maytas System
Description of Change:	Maytas is a new system, which will ensure that the levy for funding for apprentices is processed efficiently.
Date:	12th April 2019

Summary of Findings

Administration of access and log on to the Maytas System is managed by Health Education England, the project lead for HEE is responsible for administrating secure login- ins and they will also have access to the system. The Maytas system will replace a system that is no longer fit for purpose. The Maytas system will be used by the learning and development team to process learner's information to request funding from Health Education and Skills funding Agency. The system will store personal and special categories data, an Individual learning paper record is completed and signed for by the learner, which details the use of the information that will be processed in the system

HEE have a 3rd party contract agreement with Tribal Ltd who host the Maytas software a review of this contract has been completed and the contract is GDPR compliant this gives assurance to the Trust that there are security measures in place to protect learners information stored in the system.

Risks Identified

An essential element of the DPIA process is the assessment of risks, and identification of actions that will mitigate the risk from occurring, or make the situation acceptable if the risk materialised. The risks identified by the DPIA are:

Datix ID	Description	Is the risk Accepted or Mitigated – give details
	Accuracy and completeness of data being inputted into the Maytas system.	Risk is mitigated by HEE using the export function in Maytas to extract the ILR file, which is then ran through FIS and PDSAT for error checking purposes prior to sending to for upload to the Hub. Only HEE has access to this function.



DPO/Information Governance Manager Advice and Recommended Actions

The Data Protection Impact Assessment was approved by the Information Manager on 12th April 2019.

The completion of this DPIA will recommend approval to EMT for use of the Maytas system.

The NWAS privacy notice for staff information will be updated with this information processing system.

Report Completed by:	
Name:	Joanne Moran
Position:	Information Governance Manager
Date:	12th April 2019
Please ensure the DPIA Assessment log is updated with the outcome of this Report	

Executive Management Team decision on publishing:

EMT Meeting date publishing of DPIA was considered:	
Outcome:	Publish in full Publish summary report only Publish redacted full report Publish redacted summary report
Date published:	
Location of published document:	
Please ensure the DPIA Assessment log is updated with this information	