

## NHS Connecting for Health Information Governance - Sponsorship Letter

**\*ALL FIELDS ARE MANDATORY\***

This document should be emailed as an attachment from either the NHS or CTP organisation (evidencing origination from the sponsor) to [IGSoC@nhs.net](mailto:IGSoC@nhs.net) a wet/scanned signature is not required.

<b>Commercial Third Party Name:</b>	<b>Priority Dispatch Corp UK Ltd.</b>
<b>ODS (formerly NACS):</b>	<b>8HM89</b>
<b>Address:</b>	<b>Priority Dispatch Corp UK – Ltd. Suite 7a, Froomsgate House Rupert Street Bristol, BS1 2QJ</b>

<b>NHS Organisation/Prime Contractor Name:</b>	<b>Your Service Name</b>		
<b>ODS (formerly NACS):</b>			
<b>Start Date of Contract:</b>		<b>End Date:</b>	
<b>Contract Reference Number:</b> A purchase order number should be used if the contract is pending approval			
<b>Purpose of Connection:</b> Brief Details of software and services	Priority Dispatch Corp UK Ltd provide <b>Your service name</b> with essential emergency triage and patient advice solutions in support of the Trust's Emergency Operations Control Centres. N3 connectivity to the Trust's network would enable continuous support, maintenance and necessary integration for the emergency triage service. This in turn would allow the Trust to deliver a more effective and reliable emergency care service to the patients in the region.		

The above NHS Organisation/Prime Contractor has a business need for the above CTP to access NHS CFH services.

**If you do not require an N3 connection (but are using NHS CFH services) an IP range is not required.**

The initial IP addresses which the CTP will need access to at our location is as follows.

NHS Organisations IP Address(es)				Remarks

These details are continued on the next page.

<b>Authorised Signatory:</b>	
<b>Organisational Title:</b>	
<b>Contact Telephone Number:</b>	
<b>Person Identifiable Data (PID) Viewed/Stored/Processed by CTP (Y/N)</b>	
<b>Offshore (outside England) Activity (Y/N)</b>	No
<b>Commissioned Product/Service uses Sub-Contractors (Y/N)</b>	No
<b>Caldicott Guardian Informed (Y/N)</b>	

## Supporting Notes

### Why do non-NHS organisations need to have a Sponsorship Letter?

N3 is a private network for the NHS; other organisations demonstrate their legitimate need for access through being sponsored by an NHS organisation. This sponsorship letter must include the start and end date of the contract and the specific IP addresses to which access is required. Organisations that provide services to multiple NHS organisations need to only provide one letter to complete their IGSoC, but future letters may be requested through the IGSoC Quality Assurance process. Contract terms will be monitored and prior to the termination date will be reviewed for continued access.

### Why do non-NHS organisations have to provide IP addresses on their Sponsorship Letter?

Non-NHS organisations are connected to N3 with N3SP-managed outbound access-control, limiting their access to only the IP addresses specified in their sponsorship letter. The IP address list is preferably updated by the submission of Filter Change Requests (see [www.N3.nhs.uk](http://www.N3.nhs.uk)) after the initiation of the N3 connection, or the provision of other sponsorship letters at initiation of the N3 connection.

### My organisation sub-contracts services on behalf of on an NHS organisation, how should this document be completed?

The Primary CTP (Prime Contractor) should sponsor the sub-contracted CTP. Please include under 'NHS organisation/Prime Contractor name', both the NHS Organisation and the Primary CTP. The sub-contracted CTP must be contracted for delivery of products/services as part of a valid NHS contract with the Primary CTP.

Please supply the contract reference number for the both contracts. The NHS organisation must be fully aware that sub-contractors are being used.

Please note that IGSoC Process approval for the Primary CTP is dependant on the Sub-Contracted CTP having completed the IGSoC.

### Person Identifiable Data

The abbreviation PID stands for Person Identifiable Data. Prior to 01/07/2008 this used to be Patient Identifiable Data, however on 01/07/2008 the level of importance was raised to Person Identifiable Data.

### Offshore Activity

Offshore is defined as outside of England and therefore any activity in the Home Countries is included within this. NHS CFH must be made aware of any form of Offshore activity that involves direct/indirect access to NHS CFH services (e.g. N3, NHSMail, C&B, PACS etc.) or PID.