

Dear Practice,

We are pleased to attach the final Service Support Schedule for the provision of Data Protection Officer (DPO) for your perusal.

You will find all the relevant information regarding the intended delivery of the service including; the service model, key functions and standard features, level of support you can expect, with anticipated timescales for developing the service and the projected charges.

We intend for the subscription based service to be launched on 1st December 2018. At this point we will be offering a basic service provision whilst we recruit additional staff resources.

Therefore, there will be NO service charge imposed until 1st April 2019, with the first quarterly payment due on 30th June 2019. The service will be **charged at a rate of £0.0965 'per patient'** and will be based on the most current quarter capitation reports at that time. It has been agreed that a cap of £1,500 will apply to the annual charge.

To subscribe to the Support Service, **please complete and return the two attached forms:** one requires signing to confirm your **agreement for the provision of the service** and the second is to **authorise NHS Wales Shared Service Partnership (NWSSP) to deduct** the appropriate service charge on a quarterly basis.

For the service to proceed NWIS require a minimum number of Practices to subscribe on a national basis, to enable it to be financially viable. Therefore, we would be most grateful if you can return both forms; as detailed on each, to us **by the 21st November**. This will enable us to confirm the formal commencement on the 1st December.

If you have any further questions that might arise from the attached then please make contact via [NWISinformationgovernance@wales.nhs.uk](mailto:NWISinformationgovernance@wales.nhs.uk)

Kind Regards,

Darren Lloyd  
Head of Information Governance  
DPO NWIS & Velindre NHS Trust  
MSc Healthcare Management  
NHS Wales Informatics Service  
4th Floor|Ty Glan y Afon|21 Cowbridge Rd East|Cardiff

[DPO Sign up Agreement](#)  
[GMP DPO Service Levy Form](#)  
[IG DPO Service Support Schedule](#)