

Legal Service – Privacy - GIPA 2023 End-of-year Processing Dates

Legal Services will be closed for routine matters
from Monday 25 December 2023 to Friday 12 January 2024 (inclusive).

Full services will resume from 22 January 2024.

Please note the following end-of-year processing dates:

Documents must be submitted by:	
CONTRACT RELATED MATTERS	Date
All contract/MOU/other agreement types and request for legal advice	11 December
RESEARCH RELATED MATTERS	
All research related	Process urgent matters through REDCap until 22 December
CDA's	11 December
PRIVACY	
Privacy related advice for a project, policy or form.	15 December

GIPA	
Processing applications	Close down period is from 25 December 2023 to 5 January 2024.

Any matters requiring urgent assistance from the Legal Team between 25 December 2023 and 12 January 2024 may be escalated via the District Executive Director Medical Services & Clinical Governance & Risk or the District Director of Clinical Governance.

Advice for privacy incidents/breaches can be sought via Clinical Governance between 25 December – 1 January 2024 and 8 – 12 January 2024 or from the Privacy Contact Officer between 2 January and 5 January 2024.