**PAPER B**

**Information Governance Sub-Group**

**Yorkshire & Humber Area Strategic Information Governance Network (SIGN)**

* The table below lists the follow up actions from the Y & H Information Governance Steering Group.
* Please could you provide a statement in the “Progress” column to provide an update regarding your actions in order to provide assurance to the Information Governance Sub Group that actions have been completed and / or provide an update on the progress to date?

| **MINUTE** | **ACTION POINTS** | **PROGRESS** | **Action Owner** | **Action Completed** |
| --- | --- | --- | --- | --- |
| **AUGUST 2017** | | | | |
| 4 | GDPR PIAs | Group to submit to PW – generic guidelines they would like to see in online PIA template.  08.12.17 – nothing received to date.  12.01.18 - PW sent a policy and procedure to SMe. Is very detailed and structured and will be a good place to start. Originator of the policy to be acknowledged. SMe will circulate wider. | ✓ |  |
| 9 | Data/IT Security | N3 Launch – check date and notify group.  Update from November meeting – still no information.  12.01.18 – still no update. | Chair |  |
| **September 2017** | | | | |
| 4 | Privacy Notices | Chair to pull together a working group to look at privacy notices.  Update from November meeting – to be complete by next meeting (8 December 2017).  08.12.17 – Chair has circulated a HR privacy notice. It was noted where this was intelligible and accessible it did not include the requirements of GDPR.  12.01.18 - if anyone wants to be part of the working group contact RU/SMe. SMe will set something up. | ALL  SMe |  |
| **December 2017** | | | | |
| 4 | GDPR | PW to look into a standard process of signing off severe risk privacy impact assessments until the ICO has capacity to do this in 2 years’ time.  12.01.18 – covered under August 2017, item 4. | PW |  |
| 5 | Regional/National Event Updates | SMe to ask the group to consider a different venue to Goole Hospital for this meeting.  12.01.18 – Goole to remain the venue for this meeting. | SMe |  |
| 10 | AOB | SMe to bring the Terms of Reference to the next meeting for discussion.  12.01.18 – These will be brought to the next meeting. | SMe |  |
| 10 | AOB | SMe to circulate the details of a meeting regarding the information sharing gateway taking place in Sheffield.  12.01.18 - some information has been circulated and the meeting is this month for anyone interested in taking the information sharing gateway forward. This is funded for 12 months. | SMe |  |
| **January 2018** | | | | |
| 5 | Regional/National Event Updates | JR to share any information, if available, on the NHS Digital Webinar of fair processing. | JR |  |
| 9 | Data and IT/Information Security | DU to send CB a copy of the RFT Network Security Policy. | DU |  |