**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** | | | | |
| 9 | Data/IT Security | N3 Launch – check date and notify group.  Update from November meeting – still no information.  12.01.18 – no update.  09.02.18 – no update.  13.04.18 – no update.  11.05.18 – no update; it was noted the HSCN transfer will occur soon. | Chair |  |
| **December 2017** | | | | |
| 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.  09.02.18 – Not yet updated due to the SIGN ToR not being updated. Will ensure the IG Sub-Group reflects the SIGN ToR when complete.  13.04.18 – work underway on the ToR.  11.05.18 – Attendees to direct any comments / amendments to SMe | All/SMe |  |
| **April 2018** | | | | |
|  | GDPR Focussed Workshop | TO’M and LDC to circulate versions of their organisation’s Privacy Notices for information.  SME to ask John Hodson if the national training package will be amended. It has been confirmed no amendments to the training are planned after the launch of GDPR.  SMe to organise a further morning GDPR session after the launch. | TO’M and LDC  SMe  SMe | **✓**  **✓** |
| 5. | Regional/National Event Updates | BJ to send SMe the details of the person who presented at the SASIG conference on cyber security for them to be invited to give a presentation to the group. | BJ | **✓** |
| 6. | IG Education/Personal Development Updates | SMe to find out of the SIRO and Records Management Training will be updated. | SMe | **✓** |
| **May 2018** | | | | |
| 4. | GDPR | SMe to raise the Data Security and Information Awareness training not being updated with regards to GDPR to the NYDIF group. | SMe |  |
|  |  | SMe to write to the ICO with regards to not for profit organisations not requiring to register, and report back the findings. | SMe |  |
| 6. | IG Education/Personal Development Updates | BJ to circulate the Amberhawk ECS 2 day update course for people who already have the GDPR Practitioner Certificate. | BJ |  |
|  |  | SMe to locate and circulate the link to the Act Now course with regards to health information governance that focusses on the new toolkit. | SMe |  |
| 7 | Information Governance Toolkit | SMe to amend this on the next agenda. | SMe |  |
| 10 | Any Other Business | Comments/amendments on the ToR for this meeting to be directed via email to SMe. | ALL |  |