**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. | SMe |  |
| 9 | Data/IT Security | N3 Launch – check date and notify group.  Update from November meeting – still no information.  12.01.18 – still no update.  09.02.18 – 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.  09.02.18 – now guidance has been published SMe will set up a working group.  06/03/2018 – Due to rooms not being available this workshop will be arranged for the 13 April 2017 – to be held before the afternoon meeting. | ALL  SMe |  |
| **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. | 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 | DS to send CB a copy of the RFT Network Security Policy. | DS |  |
| **February 2018** | | | | |
| 4 | GDPR Discussion | NL to circulate the animated privacy notice from Liverpool. | NL |  |
| 7 | IG Toolkit | SM to book a room for the entire day on 09 March 2018 to allow a GDPR workshop in the morning and IG Toolkit presentation in the afternoon.  06/03/2018 – Due to rooms not being available this workshop will be arranged for the 13 April 2017 – to be held before the afternoon meeting. | SM |  |