**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. | 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.  Discussed at the 13 April 2018 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.  13.04.18 – work underway on the ToR. | SMe | **✓** |
| **March 2018** | | | | |
| 4 | GDPR | All to forward to SMe any information which is to be discussed in the GDPR specific meeting taking place in the morning of Friday 13 April 2018. | ALL | **✓** |
| 4 | GDPR | GS to forward the government paper on contracts to SMe for wider circulation. | GS | **✓** |
| 4. | GDPR | Lead name for integrated care record work to be forwarded to NL. | ALL | **✓** |
| **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.  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 | **✓** |