**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** |
| --- | --- | --- | --- | --- |
| **December 2018** | | | | |
| 4 | Data Protection Legislation | NHS Mail – accessing/storing emails – DBH Guidance – to forward to Chair upon completion for circulation to group  **Feb Update:** Policy has been drafted but awaiting response from NHSD - will keep group updated. | RU |  |
| **FEBRUARY 2019** | | | | |
| 9 | Confidentiality, Data Protection and Freedom of Information **re: Information/Data Sharing Agreements** | Arrange date for LCHRE to attend a group meeting  Regional session now arranged – July 2019 | Chair | **🗸** |
| **MARCH 2019** | | | | |
| 8 | Data Security and Protection Toolkit **re: Compliance** | Bespoke SIRO/Board training package – forward copy to Chair for group circulation  **July update**: RU has a SCIRO package. RDaSH have SIRO training booked. RU to share SIRO training with group via LDC | RU/ LDC |  |
| **re: auditors** | To obtain toolkit clarification re (1) timescale scale window for changes/rolling programme and (2) July/Oct baseline – staying or going? - | Chair |  |
| **Re: Data disposal contracts with Restore** | Liaise with JH at HDFT | ALL | **🗸** |
| **APRIL 2019** | | | | |
| 8 | Data Security and Protection Toolkit **re: Compliance** | DS8 - Unsupported Operational Systems – share approach with group  **July update:** RU confirmed going through this at present – incorporated systems and software onto a list. DS – confirmed they have listed unsupported systems. | JP/PW |  |
| 9 | Confidentiality, Data Protection and Freedom of Information **re Policy** | Share policy covering patients filming consultations, etc, with group  **July update:** Still outstandingPW to share | PW |  |
| 11 | AOB re: **Board Reporting Upwards formats** | Share with group | ALL |  |
| **May 2019** | | | | |
| 10 | Data and IT Security | Axe the fax - details | SMe | **🗸** |
| **JUNE 2019** | | | | |
| 7 | **EU Exit/Brexit** | Who has been contacted by NHS England for DPO contact details | All |  |
| 9 | Confidentiality, Data Protection and FOI | **Records management – When does the retention period start?**  Chair to message out to record management leads for advice and will feed back to the group. Is there a regional Records Group which can advise? If not is there enough interest with the Records Managers/SAR’s staff to form a group  **July update**: still no outcome from Chair – LDC to contact Paul Harris NHS Digital Records Manager | Chair  LDC |  |
|  | **SARS** | Hull has now put together a document, when to charge costs excess.  **July update:** Outstanding AJ to share with group via LDC. Access to Health Records Act updated to say no charge. PW confirmed Sharon at HUTH shared Trust policy. Request to share with group via Ann/Zoe from HUTH | AJ  Ann/Zoe |  |
| 10 | Data and IT/Information Security | SAR functionality in clinical systems – Sarah Briggs, is having issues producing the information to support SARs requests from SystmOne. Marc Wilson (FOCUS) to provide support/advise outside of the meeting. | MW/SB |  |
| **July 2019** | | | | |
| 4 | SARs | IM skype for Business CB to review and share electronic comms policy | CB |  |
| 5 | Regional Events | Is anyone registered with Cyber Association Network | All |  |
| 8 | Data Protection Toolkit | Having issues with exporting spreadsheet doesn’t match what is in the toolkit. Can members please check to see if they also have the same issue? | All |  |