**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Lecture Room, Goole & District Hospital, Woodland Avenue, Goole, DN14 6RX**

**Minutes of the Meeting held on Friday 12th July 2019, 13:00 – 16:00hrs**

**P**res**ent:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Initials** | **Organisation** |
| Derek Stowe | DS | Rotherham |
| Peter Wilson | PW | STH |
| Roy Underwood (Chair) | RU | DBTH |
| Barry Jackson | BJ | Embed |
| Zoe Roberts | ZR | HUTH |
| Jan Percival | JP | SPECTRUM |
| Lucy Ann Boatman | LAB | HUMBER |
| Iain Twedily | IT | THIS |
| Martin Moorhouse | MM | Mid Yorks |
| Johns Wolstenholme | JW | SHSC |
| Caroline Million | CM | Embed |
| Steve Massen | SM | RDaSH |
| David Lincacre | DL | DBTH |
| Hannah Gregson | HG | BHNFT |
| C Britten | CB | RDaSH |
| A Nutting | AN | Leeds City Council |
| Liza Broughton | LB | STH |
| Narissa Leyland | NL | Leeds Community Health Care |
| Sara Buck | SB | NHS Digital |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| Helen Harris | HH | Doncaster CCG |
| Alison Edwards | AE | Doncaster CCG |
| Ann Cooper | AC | STH |
| Richard Guthrie | RG | Bradford District Care NHS FT |
| Kay Hill | KH | HDFT |
| Jo Higgins | JH | RDaSH |
| Jenny Pope | JP | Airedale FT |
| Karen Rowe | KR | Leeds CCG |
| John Johnson | JJ | NHS England |
| June Emptage | JE | Optum Health Solutions |
| Kay Fowler | KF | Lindsey Lodge Hospice |
| Linda Da Costa | LDC | NLaG |
| Susan Meakin | SMe | NLaG |

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
|  | **NHS Digital – National Data Opt-out Compliance Presented by Sara Buck Implementation Manager** |  |
|  | There is a new policy and guidance available from the website and you are able to order online posters and leaflets to display for patients. There is a national telephone service available to support and assist digital and a non-digital (print and post service).  <https://digital.nhs.uk/national-data-opt-out>  Organisations need to review existing material and remove any out of date material. It is important to display the latest information for patients.  Anyone registered on PDS (with data in English System) can set a national data opt-out. The policy is clear that patients cannot opt-out of their registration data being shared (PDS).  Demonstration on how you can make your choice via the website – it only applies for research and planning, and includes both electronic and paper data.  Opt-out policy - main consideration is how Common Law of Duty of Confidentiality is met if s251 the opt-out will most likely apply. Section 251 has been updated to ensure that the definitions used expressly include local authority and social care. Refer to website for more details, the slides provide a breakdown of what is included.  All organisations are required to be compliant with the national data opt- out policy by March 2020.  The Opt- out is stored centrally against the patient’s NHS number. Working with GP system suppliers to make it simply to apply opt-outs by using GP systems. It will make it easier for GP practices to become compliant with national policy.  Organisations must Implement technical solution to access the Check for National Data Opt-outs service. Files will be sent using the MESH – Messaging exchange for Social Care and Health. Organisations will need to install software and carry out testing. Many organisations will already use this service; they need to test out the process. The file will compare using NHS number and will mark the record where opt-out – file will then be returned. Organisations should not mark opt-out against any clinic systems.  Plan and document procedures to apply national opt-outs. Put in place a Standard Operating Procedure for this process to cover the management of outgoing and incoming files. Resources to help with compliance <https://digital.nhs.uk/nationaldataoptout/compliance>  Ensure that all areas of the organisation are aware of Opt-out. Organisations need to comply with:  NHS Digital Code of Practice  Information Standard  Data Security and Protection Toolkit  NHS Digital is able to offer support on 1 to 1 basis until end of September 2019. After this date business as usual for directing questions.  RDaSH confirmed they have got a visit booked.  Questions:  CB asked if you need a separate PN – SB confirmed that this is not needed, you will need to change the reference name.  IT asked how it works on the spine? The MESH is used to return the files with the NHS numbers. It is a Secure File Transfer method.  NL Detention patients Healthcare can complete form on behalf of detained patients and will then return to contact centre and acknowledge request to opt- out. TPP updating service update disclosure service, therefore they will not have to use MESH.  Further details see attached presentation. Any questions then please contact Sara Buck [sara.buck@nhs.net](mailto:sara.buck@nhs.net) |  |
| 1 | Apologies |  |
| 2 | Minutes of previous meeting held on 14h June 2019 (Paper A) – amendments raised for next meeting date 13th September 2019 |  |
| 3 | Action points ( Paper B) |  |
| 4 | **SARs** What circumstances should a person’s mailbox, IM be interrogated for SAR? Group agreed when asked to do so. Retention requirements for email, staff do use emails as a filing system. NHS mail state that you should not use emails as a filing system. You should have a section on the network to hold correspondence restricted to staff needing access to folder’s consider definitions data of personal data. Do organisations retain conversations about incidents/care/etc? CB replied if intended for file then need to retain.PW procedure for handling SAR – retain copies of redacted documents. CN/NL in RCOP 3 years not challenged 6 years challenged. JW Do you release only Trust data or data from shares? BJ organisations tend to give only their data but if shares are in place is it correct to send other organisations? CB go back to provider to ask for permission to release. BJ if run a SAR in S1 it sends tasks to other organisations to action requests.  NL – need integrated working/policy, NL would release only Trust but GP’s would release all.  JW functionality of S1 allows you to go either way, Trust or all data.  BJ as we move toward LHCRE, integrated, we need to consider patient perspective. If organisations can see all data should we not release all? Who owns the data? Moving towards pathways of care patient owns record regardless of where it comes from, however organisations will be bearing the costs of releasing the information.  PW Is anyone using IM in Skype for Business? If so does anyone have a policy to share? Learnt servers in Dublin/Amsterdam – anyone have a policy they would be willing to share?  CB- email re electronic comms, will review and share | **CB** |
| 5 | **Regional/National Events update**  National Archives presentation on Article 89. Public sector information regulations updated. No update for progress on FOI.  Kirklees Council update on GDPR Leeds. In house development of a tool to reduce/review access and retention. Last presentation on Brexit no deal Brexit “easier” in the opinion of the presenter.  Cyber Pathfinder Event on 11th July collaboration between LA, Police, Fire, YAS, Health. Worthwhile event. Six modules number three is next and book onto cyber pathfinder training scheme. <https://local.gov.uk/cyber-pathfinder-training-scheme>.  Question to the group is anyone registered with Cyber Association Network?  LHCRE event Leeds (3/7/19) Some useful information shared. Would have been better if they had talked things through rather than present. As yet nothing visible?  Government event AI in Public services – discussion around the use of Alexa, need for ethics, ICO may have produced guidance on the use of AI.  Leeds Council is looking at the use of AI and has created a checklist for ensuring privacy. | All |
| 6 | **IG Education/Personal Development Updates**  No updates. |  |
| 7 | **EU Exit/Brexit**  No updates |  |
| 8 | **Data Security and Protection Toolkit**  October baseline.  Yorkshire Fatigue Centre, 3 employees obtained NHS contract and have no cyber security to meet needs. Considering removing contract with NHS as cannot warrant.  Issues with the exported spreadsheet as a CSV it doesn’t match with what is in the toolkit (downloaded 11/07/19). Can other members of the group please check to see if they have the same problem? | All |
| 9 | **Confidentiality, Data Protection and Freedom of Information**  Nothing to discuss |  |
| 10 | **Data and IT/Information Security**  Nothing to discuss |  |
| 11 | **AOB**  NL asked the group GP online access is 2020 is there anything else for community patients? Group response not known.  BJ next week CCG Doncaster and Scunthorpe are using ipads for Smartcard access into SCR using thumb print. Pharmacy remove cards, the log in details sit on the device, only one login per device.  Comms team would like to use a newzapp to measure who is reading the emails it sends. Nobody in the group is aware of anyone using anything. |  |
|  | **Date and time of next meeting –**  Friday 15th September 2019 13:00 – 16:00, Lecture Room, Goole and District Hospital, Woodland Avenue Goole, DN14 6RX |  |