**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 | RU/ Chair |  |
| **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 | JP/PW |  |
| 9 | Confidentiality, Data Protection and Freedom of Information **re Policy** | Share policy covering patients filming consultations, etc, with group | 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 | Chair |  |
|  | **SARS** | Hull has now put together a document, when to charge costs excess. | AJ |  |
| 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 |  |