**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**

**Notes of the Meeting held on Friday 13th September 2019, 13:00 – 16:00hrs**

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

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| **Name** | **Initials** | **Organisation** |
| Peter Wilson (Chair) | PW | STH |
| Lisa Broughton | LB | STH |
| Iain Twedily | IT | THIS |
| Martin Moorhouse | MM | Mid Yorks |
| Steve Massen | SM | RDaSH |
| A Nutting | AN | Leeds City Council |
| Linda Da Costa | LDC | NLaG |
| Ann Johnson | AJ | HUTH |
| Helen Hartland | HH | YAS |
| Dianne LLewellyn | DL | Mid Yorks |
| Alison Edwards | AE | DCCG |
| Blaine Williams | BW | Calderdale CCG |
| Sharon Beckingham | SB | Leeds CCG |

**Apologies:**

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| Helen Harris | HH | Doncaster CCG |
| Janet Percival | JP | Spectrum CIC |
| Caroline Britten | CB | RDaSH |
| Narissa Leyland | NL | Leeds Community |
| Kay Hill | KH | HDFT |
| Jo Higgins | JH | RDaSH |
| John Wolstenholme | JW | Sheffield Health & SC |
| Steve Creighton | SC | NHS Leeds |
| Caroline Squires | CS | Calderdale |
| Gersha Nubar | GN | Embed |
| Kay Fowler | KF | Lindsey Lodge Hospice |
| Erin Wood | EW | HEE |
| Susan Meakin | SMe | NLaG |
| Derek Stowe | DS | Rotherham |
| Roy Underwood | RU | DBTH |
| Matthew Washington | MW | SWY |
| Caroline Million | CM | Embed |
| Rachel Smith | RS | SWYT |
| Claire Attwood | CA | City Healthcare Partnership |
| Andy Thompson | AT | York Teaching Hospital |

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|  |  | **Action** |
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| 1 | Apologies |  |
| 2 | Minutes of previous meeting held on 12th July 2019 (Paper A) – Accepted as a true record |  |
| 3 | Action points ( Paper B)  Action Point 9 (April 2019) PW had shared policies |  |
| 4 | **SARs**- recommendation to work to 28 days?  Discussion around what is excessive - Hull had been asked to provide all abbreviations within the records and categories. Group agreed that this would be classed as excessive.  Post meeting note SAR start time – now changed to date request received and not the day after.  **Individual Rights** – AN working with CCGs linking into view Leeds care records. National opt out says you “have the right to object”, but the objection can be declined on the legal basis for processing, healthcare pathway record needs to be shared in order to treat. They would like to record the objection. Objection requests will be taken to panel to process and respond. SystmOne still works on consent therefore you can turn off the share? |  |
| 5 | **Regional/National Events update**  Feedback from the LHCRE held July those who attended enjoyed the session. The next event is 29th October 2019 <https://yhcr.org/weekly-update-general-programme-news/> in Leeds.  The group asked if we could invite Johnny Chagger along to the SIGN meeting.  Post meeting note – SM has emailed a number of times but hasn’t yet had a response |  |
| 6 | **IG Education/Personal Development Updates**  **MM** attended SIRO on day course in Birmingham, with candidates from different organisation – the course was very heavy on cyber risk elements. The company is Aristi <https://www.aristi.co.uk/>  NCSC Cyber in Box training – <https://www.ncsc.gov.uk/information/exercise-in-a-box>  New National Cyber security workforce campaign launch. Keep IT Confidential. [www.keepitconfidential.nhs.uk](http://www.keepitconfidential.nhs.uk) |  |
| 7 | **EU Exit/Brexit**  New guidance from the ICO    EU exit data webinars as part of EU exit preparations NHS England hosting a series of webinars in September to help DPOs with their preparation.  PW joined the first session advised everyone to join one of the sessions. Expect daily sitrep reports from October.  Thursday, September 12, 2019 at 2:30 pm  Thursday, September 12, 2019 at 2:30 pm  Monday, September 23, 2019 at 2:30 pm  Wednesday, September 25, 2019 at 2:30 pm |  |
| 8 | **Data Security and Protection Toolkit**  There are still only 5 Big Picture Guides available, the guidance published is not audit related, focuses on the requirements for the toolkit.  NLaG have received a Benchmarking paper from Audit Yorkshire which they had done with 360 Assurance summarising the results of 2018/19 Data Security & Protection submission for a number of NHS Organisations. They agreed to cover a common sample of assertions which enabled them to benchmark results. They are planning to do the same for 19/20. Agreed to share with the group    Local Authority reps at the group stated that no audits are carried out on their submission. | LDC |
| 9 | **Confidentiality, Data Protection and Freedom of Information**  Hull asked the group if anyone would be kind enough to share their Information Governance team structures and grades. | All |
| 10 | **Data and IT/Information Security** |  |
| 11 | **AOB**  LHCRE Andy Nutting - awaiting response  Review the distribution list, ask if they still want to be included. |  |
|  | **Date and time of next meeting –**  Friday 8th November 2019 13:00 – 16:00, Lecture Room, Goole and District Hospital, Woodland Avenue Goole, DN14 6RX |  |