**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 10 December 2020, 13:00 – 14:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SM | Doncaster and Bassetlaw Teaching Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| John Hodson (presented at 1.30 pm) | JHod | NHS Digital |
| Suzanne Sugden | SS | Calderdale and Huddersfield NHS Trust |
| Lynne Trickett | LT | RDASH |
| David Britton | DB | Spectrum Community Health |
| Susan Hall | SH | Audit Yorkshire/York Teaching Hospital NHS Foundation Trust |
| Lindsay Stuffins | LS | RDASH |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Erin Wood | EW | Health Education England |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Jodie Holderness | JHo | NHS Informatics Service |
| Stephen Rose | SR | CHFT |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| June Emptage | JE | Optum Health Solutions |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Rhona McCleery | RMc | Rotherham NHS Foundation Trust |
| Adam Barker | AB | Care Plus Group |
| Robert Batchelor | RB | LOCALA Community Partnerships CIC |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Karen Rowe | KRo | Leeds CCG |
| Caroline Squires | CS | NHS Calderdale CCG |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Claire Attwood | CA | City Health Care Partnership CIC |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Tracey O’Mullane | TOm | Humber Teaching NHS Foundation Trust |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Claire McInnes | CMc | Rotherham CCG |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Janet Matthews | JMa | Bradford Teaching Hospitals NHS Foundation Trust |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Jovian Smalley | JSm | Sheffield Council |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Andrew Harvey | AH | Western Sussex Hospitals |
| Terri Milligan | TMi | Barnsley Hospital NHS Foundation Trust |
| Louise Whitworth | LW | Leeds Council |
| Melanie Hill | MH | NHS Informatics Service |
| Caroline Britten | CB | RDASH |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 12 November 2020.  Accepted as a true record | NG amended SR organisation on November mins |
| 3. | **Matters arising**   * Please refer to the action log |  |
| 4. | **Data Protection Regulations** |  |
|  | * **Redaction** – SM asked if anyone had any information on redaction, SR said that he would forward what he had. NL takes the approach of clear advice and thinks how the 3rd party would understand this; the group agreed that they were not qualified to train in redaction. | SR to forward redaction info |
| 5. | **Regional/National Events**  National SIGN next week | SM to feedback at the next meeting |
| 6. | **IG Education/Personal Development Updates**  No updates |  |
| 7. | **EU/Brexit**  The group felt this was a bit clearer following yesterday’s NHSX webinar. Individual organisations continue to capture their data, although agreed a more centralised approach would have worked better. |  |
| 8. | **Data Security and Protection Toolkit**  JH gave a presentation on the DSPT Toolkit 20/21.  The baseline will be 28 February 2021 with the deadline 30 June 2021. JH asked the group to ensure that someone can publish the toolkit before the deadline.  JH reported that some assertions have been merged together; with some having the wording amended and a new requirement regarding backup and technical set up. New mandatory evidence items have also been added for all organisations. Support is now available through the user guides or by contacting the helpdesk and webinars will be available in the New Year.  CS queried Cyber Essentials plus and asked if an onsite assessment is needed, JH said as the assertion is not mandatory an assessment is not needed.  Any evidence which was submitted on the previous toolkit has been carried forward; the assertions have been unticked so these will need reviewing before sign off.  The 19/20 toolkit can no longer be updated, but if you have anything to add please email JH so this can be added manually.  SR queried if there was a penalty for not submitting a DSPT, JH reported that there is no authority to issue penalties but that he would offer support if anyone was struggling to complete the toolkit. | Any additions to the 19/20 to be sent directly to JH |
| 9. | **Confidentiality, Data Protection and Freedom of Information**   * **NIMS, NIVS and Lateral Flow Testing** – During the NHSX fortnightly call it was reported that the DPIA and guidance was still awaiting approval.   The group felt that they are doing things the wrong way about. RU reported that he had been challenged about providing data in his organisation, but didn’t have any formal approval from NHSX and felt unsupported as do many other organisations.  KRo reported that the identifiable data for the Lateral Flow Testing is going to the data centre and asked if we should tell staff that their data is being shared?  TM reported that her organisation had produced some FAQs regarding Lateral Flow Testing which have published on their HUB page for staff to read. | SMe to circulate the slides from the NHSX Webinar  TM to share FAQs |
| 10. | **Data and IT/Information Security** |  |
|  | * **365** – A SIGN sub group meeting was held early December with another scheduled for early January 2021. HH reported that NHSD state that there should be a DPIA for each element rather than one for 365 as whole. PW said that IT departments will need to be involved with the DPIAs. **Post meeting update: At the January 2021 sub group meeting the discussions took place over the concerns which the group had and how they would like to move forward.** |  |
| 11. | **Any Other Business** |  |
|  | * **Focus 34 CANCare** <https://www.canchild.ca/en/shop/29-focus>   SM reported that Speech and Language Therapy in her organisation had expressed an interest in this and asked the group if anyone was currently or had used this in the past – none of the group have.   * **Recording Meetings –** The group discussed recording meetings on various platforms. TOm developed a ½ page guidance for her organisation highlighting consent to the recording, if anyone doesn’t want the meeting recorded then they leave the meeting, all recordings are deleted. KR reported that the chair of the meetings consider any objectives on recordings in her organisation. * **Minecraft –** KR asked if any organisation was using Minecraft, her organisation is using this for therapy; but it’s not working on windows 10. | SM to raise this at the National SIGN |
| 12. | **Date/Time of Next Meeting:**  Thursday 14 January 2021, 1.00 pm – 2.30 pm Via Microsoft Teams | Meting invite already sent out |