**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**GoToMeeting – 09 July 2020, 13:00 – 14:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Susan Meakin (Chair) | SMe | Northern Lincolnshire and Goole Hospitals |
| Roy Underwood (Deputy Chair) | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Steve Creighton  | SC | Leeds CCG |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Lynne Trickett | LT | RDASH |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Claire McInnes | CM | Rotherham CCG |
| Jenny Pope | JP | Airdale NHS Trust |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Jodie Holderness | JH | NHS Informatics Service |
| John Wolstenholme | JW | SHSC |
| Karen Rowe | KR | Leeds CCG |
| Alison Edwards | AE | Doncaster CCG |
| Barry Jackson | BJ | N3i |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Caroline Million | CM | LOCALA Community Partnerships CIC |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| Melanie Hill | MH | NHS Informatics Service |
| Lyndsey Stuffins | LS | RDASH |
| Cheryl Rollinson | CR | NHS Doncaster CCG |
| Kate Ayres | KA | York Teaching Hospitals NHS Foundation Trust |
| Rachael Nicholson | RN | Leeds Community Healthcare NHS Trust |
| Sarah Briggs | SB | Bradford District Care NHS Foundation Trust |
| Susan Hall | SH | Audit Yorkshire |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Tracey O’Mullane | TOm | Humber Teaching NHS Foundation Trust |
| Caroline Britten | CB | RDASH |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Caroline Squires  | CS | Calderdale CCG |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Joanne Sturdy | JS | Sheffield Teaching Hospitals |
| Dave Britton | DB | Spectrum Community Health |
| Joanne Robertshaw | JR | RDASH |
| Nikki Minnikin | NM | Doncaster Council |
| John Mitchell | JM | NHS NE Lincs CCG |
| Andrew Harvey | AH | Western Sussex Hospitals  |
| Terri Milligan | TM | Barnsley Hospital NHS Foundation Trust |
| Michelle Kenyon | MK | Barnsley Hospital NHS Foundation Trust |
| Andrew Nutting | AN | Leeds City Council |

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|  |  | **Action** |
| 1 | **Apologies** - See above |  |
| 2 | **Minutes of previous meeting** held on 11 June 2020.A few changes to organisations noted. | NG |
| 3 | **Matters arising** – none |  |
| 4  | **Data Protection Regulation** |  |
|  | The group discussed the following areas:* **PKB** – Patient Knows Best – Discussion to place around PKB and trusts that were involved with the product. KA reported that her Trusts had concerns around the contact. AJ stated that they had been in discussions with PKB around such issues and these were resolved.
* **National Data Opt Out and research** – If a patient opted out nationally, IG wouldn’t necessarily know this. CB said that data is used for research/studies with clinicians entering patients on systems based on direct consent. KR captures data flows on an individual basis as they happen, they are mapped, identified and then go through BI then the mesh. PW reported that research is consented but Audit is the problem as it’s a National Data Set with no consent and no data opt out. Discussions had taken place within organisations with Audit departments to ensure that flows are identified and where necessary NDOO is applied.
* **NYSB (North Yorkshire Safeguarding Adults Board) Information Sharing Agreement** - JP asked if anyone had received any documents from the NY Safeguarding Adults Board, as at her Trust this had bypassed the IG department even though the DPO needs to sign this off. There is also a 3M document doing its rounds which needs signing by the DPO.
* **Data Breaches** – JP reported that the NHS Charities Together MD had been hacked; this had come to her from her IT department.
* **SARS via NHSmail** – NHSD need to provide some guidance as it’s not appropriate for organisations to process and monitor emails.
* **CCTV -** SMe reported that NLAG are looking at using CCTV footage for internal disciplinary purposes. Discussion took place with other organisations that are doing this.
 | JP to send to NLJP to share |
| 5 | **Regional/National Event** |  |
|  | * **Digital Staff Passport** – NHSX have recently hosted a webinar. CB reported that RDASH are currently piloting the portal based passport via their Workforce Team. PW is attending a meeting on 12 July regarding the passport. JW asked if a DPIA had been created.
 | PW to report back to SMe |
| 6 | **IG Education/Personal Development Updates**CM has organised an interactive webinar for SIROs, Caldicott Guardian, DPOs and IG Leads to be held on 22 September 2020 10.00 am -1.00 pm via MS Teams.Kings Fund Cyber session on the 15 July 2020<https://webinars.kingsfund.org.uk/tackling-cyber-threats-in-health-and-care-learning-from-covid-19/accounts/thanks>QA are also offering free training for NHS staff until end September 2020.[Sign up for free here](https://app.qa.com/onboarding/join-requests/?token=5e8b25c72c7085003bae0aa9-5e8b2f12094c62003e8a487d&utm_source=https%3a%2f%2fqa-newsletters.com%2fqalz%2f&utm_medium=email&utm_campaign=NHS+Free+Cloud+Academy+Email+April+2020&utm_term=Want+to+get+the+UK%e2%80%99s+leading+training+and+certifications+at+home%3f+&utm_content=667379&gator_td=M4aph40PSptrNrgC8yGz7UDn2GMuO6T5kK34NUUcJeUZVfwzgzkcOMV74U23wfoe%2baaIX3cCpyiKmjwGIi6wve6al7vkvYj6MW3iyaMKJRHQFEDcMIEWsQA1oD%2b%2b%2fgV8%2b%2b34T2LpxNk5QT59HHzbNhvg2qOPrAgV776XjU3qfJ7e%2fEvouSJ%2bwa1YOqzOH55C) | Contact CB to attend this training |
| 7 | **EU/Brexit**No comment |  |
| 8 | **Data Security and Protection Toolkit** |  |
|  | * **Questionnaire** - This was circulated last month to collate organisations responses on the various extensions to the DSPT. CB said that the new questions were out for the 20/21 toolkit; these are aimed at IT Operations. CB suggested that the DSPT should be a one stop shop to tie in with the NIS regulations and push out to organisations that aren’t doing so well.
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| 9 | Confidentiality, Data Protection and Freedom of Information* COPI Notice – This currently expires on 30 September 2020, there is a proposal going to the minister for a further extension. **Post meeting note: The COPI Notice has now been extended until March 2021.**
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| 10 | **Data and IT/Information Security** |  |
|  | * **Office 365 - IG considerations, Governance Framework/ administrator at local level** – Most organisations are just starting this journey, they have put bids in and are pulling together project leads, ensuring training and guidance is clear. Inappropriate incidents are shared at local level. There were queries regarding the lack of administrator’s rights within the system at local organisation level. Most organisations have opted for shared tenant. There will be some training offered shortly to IG and IT Technical Teams. It was agreed to keep this on as a standing agenda item as going forward IG support would key for all organisations.
* **Data Security Risk Assessments** – CB has pulled together the risk assessment which received positive feedback.
 | NG to add Office 365 to Aug Agenda |
| 11 | **Any Other Business** |  |
|  | * **GP Sessions on MS Teams –** DL asked if there was any guidancefor GPs to invite patients to MS Teams as a guest. BJ reported that any consultation should follow the current clinical guidance, however he would check this.
* **Attend Anywhere – MSK/EMIS –** PW asked for thoughts on patients recording consultations. TM reported that you cannot stop patients recording, but would ask the question to the ICO. CQC guidance published 2 years ago said that you can record anything in own care homes. CB reported that the host has the option to record and must let the patient know; the transcription will go into the patient’s record and then be deleted. GPs really like the app.

  | CB/BJ to send guidance to SMe for circulation. |
| 12 | **Date/Time of Next Meeting:**Thursday 13 August 2020, 1.00 pm – 2.30 pmVia GoToMeeting – Roy to chair  |  |