**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 08 April 2021, 13:00 – 14:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Helen Hartland (Chair) | HH | Yorkshire Ambulance Service |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Pauline Ward  | PWa | Lincolnshire Partnership NHS Foundation Trust |
| Jenny Pope | JP | Airdale NHS Trust |
| Ellen Dook | ED | RDASH |
| Alison Edwards | AE | Doncaster CCG |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Barry Jackson | BJ | N3i |
| Lynne Trickett | LT | RDASH |
| Paul Ellis | PE | NE Lincs Council |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Jodie Holderness | JHo | NHS Informatics Service |
| Claire McInnes | CMc | Rotherham CCG |
| David Britton | DB | Spectrum Community Health |
| Lesley McNeill | LM | NHS Rotherham CCG |
| Caroline Million | CM | CM Associates |
| Steve Creighton | SC | Leeds CCG |
| Mia Latham | ML | East Riding of Yorkshire CCG |
| Adam Barker | AB | Care Plus Group |
| Karen Rowe | KRo | Leeds CCG |
| Claire Attwood | CA | City Heath Care Partnership CIC |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Cheryl Rollinson | CR | Doncaster CCG |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |

**Apologies:**

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| Sue Meakin | SMe | Northern Lincolnshire and Goole Hospitals |
| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Jovian Smalley | JSm | Sheffield City Council |
| June Emptage | JE | Optum Health Solutions |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Susan Hall | SH | Audit Yorkshire/York Teaching Hospital NHS Foundation Trust |
| Heather Cook | HC | Mid Yorkshire Hospitals |
| Caroline Squires | CS | NHS Calderdale CCG |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Phillipa Thornley | PT | North Lincolnshire Council |
| John Mitchell | JM | NHS NE Lincs CCG |
| Erin Wood | EW | Health Education England |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 11 March 2021Accepted as a true record |  |
| 3. | **Matters arising** * Please refer to the action log
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| 4. | **Data Protection Regulations** |  |
|  | **Emails to incorrect recipients** – JP has reported an incident to the ICO of an email sent to the incorrect recipient which was a none nhs.net account, the ICO came back that they are not taking any action and advised JP to ensure that annual Information Governance training is in place and wondered what other people’s views on this was.HH had recently had a breach where someone had left a role but then received an email that referred to that role as the sender was unaware they had changed roles, if the individual had left the organisation then their email account would have been closed as HH organisation closes accounts for leavers, even though the NHS mail guidance is to retain email accounts, this is written into their local policy. BJ reported that a risk assessment could be carried out on the information held within NHS. DS reported that the NHS mail address belongs to the user and it’s up to them to manage their distribution lists. GN suggested mitigating the event by setting up a shared mailbox for which someone owns so they could amend the access as someone commences or leaves a post.  |  |
| 5.  | **Regional/National Events*** The Yorkshire and Humber Information Governance Group (YHIGG) took place on 25 March 2021 these occur twice a year where speakers attend and focus on various subjects.
* The ICO annual conference will be taking place virtually on 14 April 2021. **Post meeting note: The conference has been postponed and will now be held on 05 May 2021.**
* The DTAC Webinar hosted by NHSX will be held on 13 April 2021.
* PE reported that Sandip Ghattaure would be hosting an Information Sharing Gateway demonstration for HIGA on 23 April 2021 which the SIGN group are welcome to attend; a further session would also be arranged for those unable to make this date. **Post meeting update: This date has been scheduled for 11 May 2021.**
 | Send email details to HH if you would like to attend.NG to forward meeting details to the group. |
| 6.  | **IG Education/Personal Development Updates*** DS has arranged some NHSD Cyber Essentials training for Board staff.
* Ibrahim Hasan, from Act Now provides some advanced and professional certified training sessions.
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| 7. | **EU/Brexit**HH reported that she had updated her DPIA template to include EU information; other members of the group have also completed this. |  |
| 8. | **Data Security and Protection Toolkit**A further DSPT sub group meeting is scheduled for 20 April 2021. **Post meeting note: This meeting has now been rearranged to 04 May 2021.**DS queried the Data Security training, asking what happens after the submission in June 2021, do we then get 9 months to complete the 2021/22 toolkit and gain 95% compliance, this has been raised with John Hodson, although he doesn’t know at present and continues to say that once you hit 95% this can be submitted in the 2020/21 toolkit. The group felt it would be better to get back on track and for the 2021/22 toolkit to be submitted in April 2022, PW reported that this has been raised with the CEO in his organisation.  |  |
| 9. | **Confidentiality, Data Protection and Freedom of Information**No update. |  |
| 10. | **Data and IT/Information Security** |  |
|  | * NHS.scot – RMc asked if this is a classed as a secure email address as it’s not been added to NHSD as a secure email. KR organisation have checked with NHSD and they reported that they are currently working with NHS Scotland for a secure accreditation and that [secure] still needs to be used to communicate securely until the process is complete.
 | KR to forward NHSD response email. |
| 11. | **Any Other Business** |  |
|  | * Data retention on external websites – NLAG have been asked by their communication team how long things should be left on external websites, e.g AGM minutes, the group hadn’t really thought about this before as it doesn’t particularly sit under the IG remit, however DS reported that as long as copies of documents are saved on local drives and accessible then they could be requested via an FOI, the group currently update privacy notices as they are updated and keep their list of DPIAs up to date on the external websites.

HH follows a 5 year rule, as it’s useful to look at the most recent information and sometimes links become inaccessible.* Inter-Agency Sharing Protocol – JP is looking at reviewing the document and will feedback to the group, organisations can then decide if they want to use this agreement. GN reported that there are various sharing agreements floating around including one from NHSX.
 | JP to feedback to the group. |
| 12. | **Date/Time of Next Meeting:**Thursday 13 May 2021, 1.00 pm – 2.30 pmVia Microsoft Teams | Meeting invite already sent out |