**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 11 February 2020, 13:00 – 14:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SMe | Doncaster and Bassetlaw Teaching Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Jodie Holderness | JHo | NHS Informatics Service |
| Barry Jackson | BJ | N3i |
| Alison Edwards | AE | Doncaster CCG |
| Paul Ellis | PE | NE Lincs Council |
| Dave Britton | DB | Spectrum Community Health |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Phillipa Thornley | PT | North Lincolnshire Council |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Caroline Million | CM | CM Associates |
| Cheryl Rollinson | CR | Doncaster CCG |
| Adam Barker | AB | Care Plus Group |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Lynne Trickett | LT | RDASH |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Mia Latham | ML | East Riding of Yorkshire CCG |
| Lindsay Stuffins | LS | RDASH |
| Rachael Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Erin Wood | EW | Health Education England |
| Martyn Slingsby | MS | Humber, Coast and Vale Health and Care Partnership |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Colin Parke | CP | Sheffield Children’s Hospital |
| Stephen Rose | SR | CHFT |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| June Emptage | JE | Optum Health Solutions |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Nikki Minnikin | NM | Doncaster Council |
| Helen Thomis | HT | Calderdale and Huddersfield NHS Trust |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Jovian Smalley | JSm | Sheffield City Council |
| Heather Cook | HC | Mid Yorkshire Hospitals |
| Karen Rowe | KRo | Leeds CCG |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 14 January 2021  Accepted as a true record |  |
| 3. | **Matters arising**   * Please refer to the action log |  |
| 4. | **Data Protection Regulations** |  |
|  | **Students using laptops –** Discussions took place around students using laptops at home to access clinical systems. BJ reported that working at home could be a safer environment as you know exactly who is about. RU queried who would be responsible for the Information Governance as they are not Trust staff, and when they are onsite they work alongside a member of staff. NL suggested liaising with the University to see what is in place for the students. SR reported that the Computer Misuse Act could be added to a Memorandum of Understanding (MOU) as if something did happen the ICO would want to see something in writing, GN said that all access would be removed and the University would need to be made aware. |  |
| 5. | **Regional/National Events**  At the NHSX webinar it was confirmed that both the COPI notice and the National Data Opt Out would be extended until 30 September 2021. If the National Data Opt Out is in your DSPT 19/20 Improvement Plans this can now be removed.  Red Tape – NHSX are making a central hub for advice and guidance. SMe reported this is on the agenda for the National SIGN group. |  |
| 6. | **IG Education/Personal Development Updates**  The Cyber Associate Network (CAN) advertised the NHSD 1 day Cyber, Incident Planning and response training session, after this is completed access is given to the Cyber Alliance to complete a further 6 months of training with accreditation on completion. NL had attended this training and said it has been really useful.  The NHSX webinar mentioned additional training and reintroducing training which they have previously run. The SIRO training is still available via the workbook. |  |
| 7. | **EU/Brexit**  The group continue to map and put things in place, with an adequacy decision made in the future. **Post meeting note:** <https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2021/02/ico-statement-in-response-to-the-publication-of-a-draft-adequacy-decision-from-the-european-commission/> |  |
| 8. | **Data Security and Protection Toolkit**  The group reported that the DSPT SIGN sub group has been useful to discuss assertions/queries in further detail.  The DSPT has been split into 2 elements, the basic toolkit and the audit guide. Auditors have started to make contact with organisations. Discussions took place around the DSPT; many felt that the toolkit was more complicated by producing 2 pieces of evidence and creating another platform to store data with auditors asking for policies for everything. It was also highlighted that the auditors want to complete by the 31 March yet the DSPT doesn’t need to be submitted until 30 June. | Any concerns over the DSPT audit need to be highlighted to NHSD  Any assertions for discussion to be raised at the DSPT sub group |
| 9. | **Confidentiality, Data Protection and Freedom of Information**   * 8th Caldicott Principle, how organisations are going to implement it – what are they actually going to do, if anything, to ensure they adhere to it? - RU reported that this is part of his privacy notice, leaflets and accessible information so patients should already be aware of this. SR has this included in the patient appointment letters. MS suggested multi communication channels to include different languages so more patients are aware. AJ said that leaflets had been taken out of circulation, but appointment letters have a link to their webpage where the information is and can request a paper copy of the privacy notice if required. * Vaccine Hubs sharing data back to the employer e.g. dentists – NHSX reported that the COPI notice could be relied upon to send information back to employers. BJ said that hubs are providing the vaccine service to other organisations and would provide details that these have been completed. NL reported that GDPR has a duty to safeguard its workforce as well as its patients; DS agreed with HR sharing information with vaccination centres in a controlled manner, it was felt that employers didn’t need to know which staff had the vaccination as it’s not mandatory. NL reported that her organisations Infection Control Team said that they can redeploy staff elsewhere if they hadn’t had the vaccine to ensure they wasn’t patient facing. |  |
| 10. | **Data and IT/Information Security** |  |
|  | * O365 – Further discussions take place at the 365 sub group meetings**.** * WhatsApp – There is no change in the UK/EU at present, group to continue to follow policies/guidance currently in place. * What do Trusts have in place for patients to sign into Wi-Fi – SMe reported at her organisation patients are asked to sign into Wi-Fi with a facebook/google account, however some patients don’t have these accounts, what else could be used, some organisations have a pop up box with a policy which you have to tick to agree to. |  |
| 11. | **Any Other Business** |  |
|  | * SIGN MS Teams sharing platform – Discussion took place around this which would become available soon. * DS suggested that RU presentation on the skills network is added to the next meeting. * BJ reported that the latest government white paper is changing legislation with PCNs taking over the GP network and CCGs disappearing over the next couple of years. SR said that the original contract states that the whole of the GP record was opened up as default, as from April 2020 this is just the electronic record and patients would need to ask for the whole record. <https://www.gov.uk/government/publications/working-together-to-improve-health-and-social-care-for-all> | NG to add to the agenda |
| 12. | **Date/Time of Next Meeting:**  Thursday 11 March 2021, 1.00 pm – 2.30 pm Via Microsoft Teams | Meting invite already sent out |