**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 14 January 2021, 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 |
| Karen Critchley (presented at 1.30 pm) | Ext | West Yorkshire Violence Reduction Project |
| Jenny Germain (presented at 1.15 pm) | Ext | West Yorkshire Violence Reduction Project |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Barry Jackson | BJ | N3i |
| Joanne Robertshaw | JR | RDASH |
| Paul Ellis | PE | NE Lincs Council |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Phillipa Thornley | PT | North Lincolnshire Council |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Stephen Rose | SR | CHFT |
| David Britton | DB | Spectrum Community Health |
| Caroline Million | CM | LOCALA Community Partnerships CIC |
| Karen Rowe | KRo | Leeds CCG |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Rachael Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| Jodie Holderness | JHo | NHS Informatics Service |
| Claire McInnes | CMc | Rotherham CCG |
| Lynne Trickett | LT | RDASH |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Susan Hall | SH | Audit Yorkshire/York Traching Hospital NHS Foundation Trust |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Adam Barker | AB | Care Plus Group |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Lesley McNeill | LM | NHS Rotherham CCG |
| Melanie Hill | MH | NHS Informatics Service |
| Gershon Nubour | GN | NHS Sheffield CCG |
| June Emptage | JE | Optum Health Solutions |
| Megan Williamson | MW | Sheffield Health & Social Care |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Janet Matthews | JMa | Bradford Teaching Hospitals NHS Foundation Trust |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Jovian Smalley | JSm | Sheffield Council |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Jenny Pope | JP | Airdale NHS Trust |
| Caroline Squires | CS | NHS Calderdale CCG |
| Louise Whitworth | LW | Leeds Council |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 10 December 2020.  Accepted as a true record |  |
| 3. | **Matters arising**   * Please refer to the action log |  |
| 4. | **West Yorkshire Violence Reduction** –Karen Critchley and Jenny Germain, Criminal Justice Project Leads from Liverpool John Moore’s University gave a presentation. | Slides to be circulated |
| 5. | **Data Protection Regulations** |  |
|  | Included in other items of the minutes |  |
| 6. | **Regional/National Events**  SMe sent out a live Parliament link yesterday, where the ICO was getting challenged on their new guidance. |  |
| 7. | **IG Education/Personal Development Updates**  SMe asked the group what they would like with regards to training so she could look at a group session. |  |
| 8. | **EU/Brexit**  SMe reported that the government has announced that they have reached an agreement which includes a provision to provide for the continued free flow of personal data from the EU and EEA EFTA States to the UK until adequacy decisions are adopted, and for no longer than six months. The UK has, on a transitional basis, deemed the EU and EEA EFTA States to be adequate to allow for data flows from the UK.  The group discussed various apps which their organisations are using where data is stored outside of the UK; DS has looked at those which his organisation has used and has assessed the risks. Some of the group had started to update their documentation so it included UKGDPR, the group agreed that they would only include the update as part of reviewed and any new documentation, as completing this for retrospective documentation would be far too time consuming. RU had created a UKGDPR emblem which he shared with the group. |  |
| 9. | **Data Security and Protection Toolkit**  RP queried the fact that she was missing a number of assertions from her toolkit. DS reported that the spreadsheet shows all the assertions that have been removed, although JH said that the spreadsheet on the website isn’t up to date. SH reported that the spreadsheet on the toolkit page is due to be rectified but there has been no update as yet.  GN asked why the auditors ask for much more information than what is required, SH asked the group to look at the Audit Guide and the Big Picture Guides as the audit will be different this year due to them looking at the mandated framework.  A number of group members felt that the auditors were visiting organisations too early as final submission isn’t until 30 June 2021, and that NHSD would need to offer guidance on assertions which can’t be covered due to the pandemic, e.g. Audits and training compliance.  A SIGN Sub Group Meeting has been set up to discuss the DSPT in further detail.  **Post meeting update: A meeting was held on 02 February 2021 where various assertions was discussed in further detail, next meeting planned for 23 February 2021.** | SMe to contact JH to see when the website will reflect the changes |
| 10. | **Confidentiality, Data Protection and Freedom of Information**   * **NIMS, NIVS and Lateral Flow Testing** - NHS England have updated the DPIA, however organisations will need to contact NHS England directly to request a copy. |  |
| 11. | **Data and IT/Information Security** |  |
|  | * **365** – A further SIGN sub group meeting was held at the end of January where CP run through the DPIA, SMe agreed to collate a list of concerns and take to NHSD. The group agreed that IG need to be involved and a policy needs to be pulled together. **Post meeting update: Further meeting scheduled for 25 February 2021.** | Group to send any concerns to SMe for her to raise with NHSD |
| 12. | **Any Other Business** |  |
|  | * **ICO Audits** – For information, the summary of audit findings have been published on the ICO website, these are for the May 18/19 audits after the introduction of GDPR. * **Benchmarking IG Incidents** –JW asked if incidents reported through the DSPT are benchmarked against other Trusts. **Post meeting update: NHSD do not publish these anymore.** * **Asset Register/Data Flows** –RP reported that some areas of her organisation is struggling with the Asset Register and Data Flows, and asked what other people are using to make the process simple. * **Posters** – CM asked if anyone had any IG posters they would be willing to share. * DS us currently organising some SARS/Redaction Training in Mar/Apr for his HR Department and Caldicott Guardian, which will be held via MS Teams, DS to feedback on the training. | SMe to raise this with JH  PW to share his Data Notification Mapping Form  JH to share IG posters |
| 13. | **Date/Time of Next Meeting:**  Thursday 11 February 2021, 1.00 pm – 2.30 pm Via Microsoft Teams | Meting invite already sent out |