**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 10 June 2021, 13:00 – 14:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SMe | Northern Lincolnshire and Goole Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Paul Ellis | PE | NE Lincs Council |
| Alison Edwards | AE | Doncaster CCG |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| John Hodson (Joined 1.45pm) | JHod | NHSD |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Ellen Dook | ED | RDASH |
| Helen Sanderson | HS | NHS North of England Commissioning Support Unit |
| Karen Rowe | KRo | Leeds CCG |
| Mia Latham | ML | East Riding of Yorkshire CCG |
| Lynne Trickett | LT | RDASH |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Andrea Brown | ABr | Sheffield City Council |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Rachael Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| David Britton | DB | Spectrum Community Health |
| Jodie Holderness | JHo | NHS Informatics Service |
| Blaine Williams | BW | NHS Calderdale CCG |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Martyn Slingsby | MS | Humber, Coast and Vale Health and Care Partnership |
| Adam Barker | AB | Care Plus Group |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| Caroline Million | CM | CM Associates |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Claire McInnes | CMc | Rotherham CCG |
| Cheryl Rollinson | CR | Doncaster CCG |
| Rachael Fieldsend | RF | NHS North East Lincolnshire CCG |
| Susan Hall | SH | Audit Yorkshire/York Traching Hospital NHS Foundation Trust |
| Caroline Squires | CS | NHS Calderdale CCG |
| Kay Hill | KH | Harrogate and District Hospital |
| Stephen Rose | SR | CHFT |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Caroline Britten | CB | RDASH |
| Pauline Ward | PWa | Lincolnshire Partnership NHS Foundation Trust |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Stephen Robson | SRo | Humber Teaching NHS Foundation Trust |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Louise Whitworth | LW | Leeds Council |
| Taryn Milton | TMi | Barnsley Hospital NHS Foundation Trust |
| Jenny Pope | JP | Airdale NHS Trust |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Barry Jackson | BJ | N3i |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 13 May 2021Accepted as a true record |  |
| 3. | **Matters arising** * Please refer to the action log
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| 4. | **Data Protection Regulations** |  |
|  | **General Practice Data for Planning and Research (GPGDPR)** - The group felt that Natational Data Opt Out was complicated enough for both patients and organisations to understand and the introduction of another opt out model would only lead to confusion. SMe reported that there had been a lot of comments on social media from patients around the lack of knowledge of the opt out process. PW shared a direct link to the NHSD website.<https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-collections/general-practice-data-for-planning-and-research>**Records Management Code of Practice** - RU asked about the movement of historical data, the current code of practice which was published by NHSX in 2020 is a draft; this doesn’t give practical examples but is broken down in elements, new guide in broad statement. The consultation has finished but the new Code of Practice has yet to be published.**Contracts with 3rd party providers** - SMe asked for thoughts on a contract with a 3rd party, which is currently referring patients to the 3rd party company, the CCG holds the contract and therefore will have completed the due diligence as a provider. What level of due diligence are we expected to complete? RU would have asked to be involved when the contract was getting put together. The company could be checked on the ICO website and details could be checked on the DSPT.SMe reported that there had been a complaint, where a patient had asked for details of the contract but the CCG hold this with the 3rd party we don’t need a Data Sharing Agreement as the referrals are based on consent.MS asked who would be at fault if the data was lost as sufficient controls have been put in place the same as they would have been for Cyber Security.KR has had a similar query when an Information Sharing Agreement was in place; the DSPT was checked along with the ICO website.PWa agreed that the contract was with the provider making it difficult to back track, and reported that we should transparent with organisations and more 3rd party providers have become apparent during the Covid pandemic. |  |
| 5.  | **Regional/National Events**No update |  |
| 6.  | **IG Education/Personal Development Updates**No update |  |
| 7. | **EU/Brexit**No further update.**Post meeting note: The EU Commission announced on 28 June 2021 that adequacy decisions for the UK have been approved.** |  |
| 8. | **Data Security and Protection Toolkit**RU queried the big picture guides and suggested they need re-writing to reflect what is actually required, there are a few guides to look at which are all different. PW reported that NHSX also have many policies to support the DSPT where an overarching one would be much better. JH gave a presentation on the DSPT reiterating the 30 June 2021 submission date. JH reported that an improvement plan can be submitted with a maximum of 15 evidence items, which need to be completed within 6 months.JH reported that the Cyber Essentials Plus onsite assessment will be non-mandatory in the 2021/2022 toolkit which will be released in July 2021 with consultation starting soon with regards to the submission date. CCGs must submit before they cease in March 2022.SMe to ask NHSD for feedback, as assertion owners populate the DSPT based on current reference guides and then the auditors come in and identify gaps. What needs to be completed should be asked for at the beginning.AW reported that her Council DSPT had changed 2 weeks ago when this had to go to the board. JH asked her to contact the Exeter helpline so they could link the council toolkit with those organisations underneath, JH reported that this sometimes depends on legal restrictions.  | SMe to speak to JH outside the meeting. |
| 9. | **Confidentiality, Data Protection and Freedom of Information*** 3rd party for mail services – CB asked if anyone was using an external mail services and if so, would they be happy to share their experiences.
 | Email CB with providers/challenges |
| 10. | **Data and IT/Information Security** |  |
|  | * No update
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| 11. | **Any Other Business** |  |
|  | * **O365** - CB asked for a further meeting to discuss this, as there has been further pressure to move this forward.

**Post meeting update: NHSmail O365 shared tenant IG webinar 08 July 2021, 2pm*** **Approval of training materials** - RS asked if other organisations had developed training material for staff with learning difficulties e.g. Dyslexia. No one in the meeting had developed such training material.
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| 12. | **Date/Time of Next Meeting:**Thursday 08 July 2021, 1.00 pm – 2.30 pmVia Microsoft Teams | Meeting invite already sent out |