**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 11 March 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 |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Barry Jackson | BJ | N3i |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Karen Rowe | KRo | Leeds CCG |
| Ellen Dook | ED | RDASH |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Alison Edwards | AE | Doncaster CCG |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| David Britton | DB | Spectrum Community Health |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Phillipa Thornley | PT | North Lincolnshire Council |
| Mia Latham | ML | East Riding of Yorkshire CCG |
| Rachael Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| Colin Parke | CP | Sheffield Children’s Hospital |
| Stephen Rose | SR | CHFT |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Claire McInnes | CMc | Rotherham CCG |
| Melanie Hill | MH | NHS Informatics Service |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Caroline Million | CM | CM Associates |
| Lindsay Stuffins | LS | RDASH |
| Erin Wood | EW | Health Education England |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Martyn Slingsby | MS | Humber, Coast and Vale Health and Care Partnership |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Adam Barker | AB | Care Plus Group |
| Caroline Britten | CB | RDASH |
| Lynne Trickett | LT | RDASH |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |

**Apologies:**

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| 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 Traching Hospital NHS Foundation Trust |
| Heather Cook | HC | Mid Yorkshire Hospitals |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 11 February 2021  Accepted as a true record |  |
| 3. | **Matters arising**   * Please refer to the action log |  |
| 4. | **Presentation on the skills network**  RU shared a presentation which he had previously presented at the skills network. |  |
| 5. | **Data Protection Regulations** |  |
|  | **Deferred or retrospective consent for ICU patients (research) –** Discussions took place regarding this, SMe suggested contacting the Confidentiality Advisory Group (CAG) for further advice and guidance, GN reported that you can’t get consent if you haven’t got Power of Attorney or are an executor so you would need CAG approval. DL will check some documentation she has received which may cover this. RU reported that consent isn’t timeless and the individual could change their mind. The COPI notice could be used for Covid-19 period. |  |
| 6. | **Regional/National Events**   * The 365 live event took place this morning, the group found this useful although RU queried the fact that MS Teams only stores documents for 180 days, which will prove a problem as people are now utilising MS Teams more frequently. * SMe circulated the details of the Digital Technology Assessment Criteria (DTAC) webinar hosted by NHSX on 23 March 2021. * The next Yorkshire and Humber Information Governance Group (YHIGG) will take place on 25 March 2021 this will include Essential Skills for a DPO – Ibrahim Hasan (Act Now), Records Management recovery in a post pandemic world – Emily Overton (RMGirl), FOI Ten things to think about – Andrew Latham (Capsticks), DSPT update – John Hodson |  |
| 7. | **IG Education/Personal Development Updates**  SMe reported that the new CIO in her organisation wants staff to complete appropriate specialised training to fulfil their roles, which is a fantastic push within the organisation. |  |
| 8. | **EU/Brexit**  The group continue to map data flows and look at contracts to cover any gaps. |  |
| 9. | **Data Security and Protection Toolkit**  Auditors are now working on the toolkit; JH asked what the group thought about mobile devices not meeting the requirements of the toolkit, in-tune Q2/Q3 this year. BJ announced that N3i have been awarded Cyber Essentials plus.  MDM needs to be migrated this will be organisation specific, MS reported that this will be on the roadmap but isn’t available yet. | Any concerns over the DSPT audit need to be highlighted to JH |
| 10. | **Confidentiality, Data Protection and Freedom of Information**   * **Covid related deaths** - SMe reported that her organisation had received some FOI requests asking for the number of Covid related deaths, the requesters have now submitted further requests following the receipt of the Trusts responses, the question being asked now is for the actual cause of death, would this be released? As we have a duty of confidence to our patients. CB suggested they are referred to the registrar’s office as this information is available publicly. MS queried if the clinical data was accurate and as its small figure disclosing the statistics locally could identify the patients. * **Vaccinations NIMS/NIVS** – A number of organisations raised the question of how Trusts are identifying which staffs have received the vaccine following the release of the guidance from NHE which was attached to the agenda. Consideration need to be had as the vaccine was not mandatory and staff are not required to disclose if they have received the vaccine however organisations are being asked to demonstrate that their workforces are fully vaccinated.   The group highlighted concerns around merging data sets (ESR/Pinnacle/NIVS) and the potential risks for doing so. This was discussed at the NHSX Webinar 10March. |  |
| 11. | **Data and IT/Information Security** |  |
|  | * O365 – Further discussions take place at the 365 sub group meetings**.** |  |
| 12. | **Any Other Business** |  |
|  | * CCGs changing to ICS’ by March 2022 – HG asked the group if there was any guidance for the transition of records as the guidance she is currently following is from the PCT days, she would like to know what documentation is to be kept. MS reported that it was early days and timetables would need to be worked throughout the year, although N365 will be replacing current local drives so this will help with the process. NS stated that when the previous mergers took place they referred to the transitional guidance so maybe this was a good place to start. |  |
| 13. | **Date/Time of Next Meeting:**  Thursday 08 April 2021, 1.00 pm – 2.30 pm Via Microsoft Teams | Meting invite already sent out |