**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 13 May 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 |
| Jenny Pope | JP | Airdale NHS Trust |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Stephen Robson | SRo | Humber Teaching NHS Foundation Trust |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Karen Rowe | KRo | Leeds CCG |
| Alison Edwards | AE | Doncaster CCG |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Stephen Rose | SR | CHFT |
| Rebecca Bradley | RB | York and Scarborough Teaching Hospitals |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Lesley McNeill | LM | NHS Rotherham CCG |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Tracey O’Mullane | TOm | Humber Teaching NHS Foundation Trust |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Adam Barker | AB | Care Plus Group |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Lindsay Stuffins | LS | RDASH |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Kay Hill | KH | Harrogate and District Hospital |
| Graeme Holmes | GH | Bradford Teaching Hospitals NHS Foundation Trust |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Cheryl Rollinson | CR | Doncaster CCG |
| Caroline Million | CM | CM Associates |
| Erin Wood | EW | Health Education England |
| Claire McInnes | CMc | Rotherham CCG |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Jodie Holderness | JHo | NHS Informatics Service |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Rachael Fieldsend | RF | NHS North East Lincolnshire CCG |
| June Emptage | JE | Optum Health Solutions |
| Pauline Ward | PWa | Lincolnshire Partnership NHS Foundation Trust |
| Barry Jackson | BJ | N3i |
| David Britton | DB | Spectrum Community Health |

 **Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Caroline Britten | CB | RDASH |
| Claire Attwood | CA | City Heath Care Partnership CIC |
| Caroline Squires | CS | NHS Calderdale CCG |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Jon Shingleton | JSh | NHS England & NHS Improvement |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held April 2021Accepted as a true record |  |
| 3. | **Matters arising** * Please refer to the action log
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| 4. | **Data Protection Regulations** |  |
|  | **Subject Access Requests** – SMe has had a request from an individual wanting full of who has accessed their records, what do we release? RU has previously set up a small group consisting of himself, PALS manager and medical records manager taking any concerns through the internal systems and not exposing staff.MM has also received similar requests over the last 18 months, pseudonymised data was released but this did include the roles of the staff member’s.TM received a request which included childcare disputes between a staff member and their ex-partner, the Safeguarding Team and Caldicott Guardian are involved, the staff member is identifiable, NL said she would be transparent and work through the challenges of the situation. TM will check relevant system access and double check with the clinicians. GN reported that he would release everything to complete the investigation if they were frontline staff, BJ agreed he would like to see who has accessed systems, but would redact the 3rd party; however NL said there was a fine line of what we have to release in an anonymised way. SMe reported that requests need to be looked at on a case by case basis as there may be other issues such as Safeguarding and Mental Health.DS reported that you need to consider why staff have been accessing the systems, are they a relative and if so why was they involved in the patients care. RU reported that staff need to be made aware of the process, do they know who the DPO is? ICO guidance needs to be followed; you are only completing what’s reasonable. SARs and FOIs need to be released on time and be honest and suggested an email could be sent to staff members to say that it’s been noted that they have been accessing a file and that this information will be released. BJ reported that the NHS App records who has accessed what which is fully available to you.**Ward Boards** – KH reported that ward boards in areas have been taken over by the digital ward boards; these can be seen by other people not just staff. PW reported that his Trust have moved some of theirs for this reason as the information accessed via medical teams is huge. RU said his organisation makes them as discreet as possible and that the CQC was happy with this. MM reported that his Trust have them but minimise the data on the screen so only the bare minimum is shown, DS agreed with this. Further information: <https://www.england.nhs.uk/digitaltechnology/connecteddigitalsystems/exemplars/global-digital-exemplars-case-studies/digital-whiteboards-at-a-glance-screens-which-save-time-and-prevent-delays-in-delivering-care/>**Collecting staff Covid vaccination** status – RU reported that the privacy notice for staff includes patient/staff safety. Lateral Flow tests are reported into the system which goes back to managers and organisations should be asking staff to talk to their managers. PWa reported that line managers at her organisation didn’t feel comfortable speaking to their staff about their vaccines. DS asked how organisations know if their staff haven’t had their vaccine? What is going back to the centre? RB asked if the employment law/Health & Safety could be used, how other people treat them, is the consent box ticked for using the information. DS reported that there is no legal basis to match against ESR as this is another data set. RU reported that 6.1D would come into play, doing what is reasonable with the ICO being the decision maker. The group agreed that the copi notice would be used.Further information: <https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2021/03/C1195-guidance-on-supporting-covid-19-vaccine-uptake-in-staff-v2.pdf> |  |
| 5.  | **Regional/National Events**Several members people attended the ICO conference on 05 May 2021.  |  |
| 6.  | **IG Education/Personal Development Updates**JP asked if there was any SIRO training, AT suggested contacting Barry Moult.DS organised a training event around SARs/Redaction 36 people attended the 6 hour training session which received excellent feedback. |  |
| 7. | **EU/Brexit**No further update. |  |
| 8. | **Data Security and Protection Toolkit*** 1.6.1/1.6.4 /5.1 and 10.2 - JP asked how organisations had gathered information for these assertions. A Data Protection by Design Policy was suggested, which would pull all the policies together and then document what would need to happen. TM reported that staff in her organisation sign a Confidentiality Code of Conduct which is kept in their personnel file. SMe suggested a high lever statement in contracts, MM agreed with this so all staff comply with policies and undertake relevant training. TO reported that she has no problem with contracts, she refers to policies in communications, social medial and confidential code of conduct.
* Internal audit, application to the new approach/framework – the group felt this isn’t prescriptive in the toolkit as it’s over and above the requirements.

  | KRo to send DP by Design template around the group. |
| 9. | **Confidentiality, Data Protection and Freedom of Information*** 3rd party for mail services – RU reported that his organisation uses PSL.
* Money lost to fraud – RMc had details of this which would be circulated.
 | RMc to circulate details on money lost to fraud. |
| 10. | **Data and IT/Information Security** |  |
|  | * No update
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| 11. | **Any Other Business** |  |
|  | * Expiry of the COPI Notice (RS) - what plans those Trusts who turned on the shared functionality in SystemOne have for October onwards – DS reported that this could carry on if it was based on direct care. Those organisations who used the copi notice would revert to relying on the legal basis going forward. The group agreed.
* Future meetings – SMe asked the group what they wanted for future meetings, DS suggested a couple of face to face meetings throughout the year, although on the whole everyone seemed happy with using MS Teams and thought any new members would prefer asking questions on MS Teams rather than face to face.
* 3rd party mail services (CB) – SMe asked the question on behalf of BC. A number of attendee stated they used a 3rd party and would contact CB directly.
 | Suggestions to SMe |
| 12. | **Date/Time of Next Meeting:**Thursday 10 June 2021, 1.00 pm – 2.30 pmVia Microsoft Teams | Meeting invite already sent out |