**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 13 January 2022 14:00 – 15:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SM | Northern Lincolnshire and Goole Hospitals |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Linda Da Costa (Minute taker) | LDC | Northern Lincolnshire and Goole Hospitals |
| Pauline Ward | PWa | Lincolnshire Partnership NHS Foundation Trust |
| Narissa Leyland | NL | Leeds Community Healthcare NHS Trust |
| Claire Attwood | CA | City Healthcare Partnership CIC |
| Jo Higgins | JH | Harrogate and District Foundation Trust |
| Ellen Dook | ED | Rotherham Doncaster & South Humber Foundation Trust |
| David Britton | DB | Spectrum |
| Tracey O’Mullane | TO | Humber Teaching NHS Foundation Trust |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Ian Shimells | IS | N3i |
| Caroline Squires | CS | NHS Calderdale CCG |
| Caroline Britten | CB | RDASH |
| Susan Hall | SH | York Teaching Hospital NHS Foundation Trust |
| Alyce Hunt | AH | NHS Leeds CCG |
| Barry Jackson | BJ | N3i |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Stephen Rose | SR | CHFT |
| Caroline Million | CM | CM Associates |
| Paul Ellis | PE | NE Lincs Council |
| Claire McInnes | CMc | Rotherham CCG |
| Kathryn Wise | KW | Calderdale and Huddersfield NHS Trust |
| Stephen Robson | SR | Humber Teaching NHS Foundation Trust |
| Alison Edwards | AE | NHS Doncaster CCG |
| Karen Rowe | KR | NHS Leeds CCG |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Lesley McNeill | LM | NHS Rotherham CCG |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| David Britton | DB | Spectrum Community Health |
| Kieran Morris | KM | Mid Yorkshire Hospitals NHS Trist |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Lynne Trickett | LT | RDASH |
| Michael Maginnis | MMa | Sheffield Teaching Hospitals |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Marc Wilson | MW | Focus |
| Mark Talbot | MTa | Sheffield Children’s Hospital |
| Helen Jones | HJ | Yorkshire Ambulance Service |
| Sarah Briggs | SB | Bradford District Care NHS Foundation Trust |
| Adam Barker | AB | Care Plus Group |

**Apologies:**

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| Liza Broughton | LB | Sheffield Teaching Hospital |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 9th December 2021  Accepted as a true record. |  |
| 3. | **Matters arising –** Please refer to the action log | Need to update |
| 4. | **Data Protection Regulations** |  |
|  | **Additional Agenda Items**  MM asked the group about the YHCR ISA which he received earlier in the week. Some of the group members had already received the updated document and were happy to sign it. BJ stated that all practices had received the new documentation relating to a new patient portal.  BJ - Issue with the management of deceased records across Primary Care. BJ had written a briefing document [https://ig.n3i.co.uk/fact-sheets/38-deceased-records-management/n3i-information-governance-newsletter-38-deceased-records-management.pdf](about:blank)  Practice Managers having to print off deceased patient records to send on to NHS England for them to store. Roy Lilley had done the maths. [https://myemail.constantcontact.com/It-can-be-done-.html?soid=1102665899193&aid=NSIy79w11mA](about:blank) We need to raise this issue and get someone to investigate the process and make better use of the money spent.  DS – Experience problems receiving notifications of deaths as they no longer receive them from Public Health England since GDPR was implemented. Tell us Once service is good but it doesn’t inform all services.  Ask Sue what to add in about the discussion around discs PCSE Adoption records etc Article 20 RU  **SAR** – JH A team of clinicians are pull out sensitive entries/memories/and capability before sharing patients notes with solicitors. RU said that claimants against the estate should be the client’s solicitors not anyone. You can refuse if you have instructions from patient not to allow disclosure. SM Discussed one which she had been dealing with – asked them to go back and get legal advice. BJ – advice to GPs is not to deal with any enquiries about patient deceased records.  Sue I took lots of notes can we go through them please? | SMe – agreed to raise at National |
| 5. | **Regional/National Events**  None |  |
| 6. | **IG Education/Personal Development Updates**  Andrew H – sent a message to NHSX 95% compliance |  |
| 7. | **Data Security and Protection Toolkit**  GN – Re vamping Cyber Essentials which will then be added to the Toolkit in July, also two factor authentication, medical devices, password complexity. |  |
| 8. | **Confidentiality, Data Protection and Freedom of Information**   * **Recording of Covid Vaccinations** –   KJ- asked the group if anyone had got data from NIVS? KR used NIMS and added a statement to their Privacy Notice.  SM staff objecting therefore asked staff to provide evidence. The Trust has given them 3 weeks to come back to us. Letters sent to home addresses and email also sent. Other organisations had received very few objections. CB recording on ESR. Recruitment Team looking to activity recruit are now adding it to the advert that staff must be fully vaccinated. MM added that they have started to put it on their adverts, DBTH is also starting to add on their adverts.   * **Direction to RA to disclose medical records Mental Health (RS)**   CB this does not come under the remit of Information Governance. Mental Health Act Managers should provide guidance before releasing the information to allow the tribunal to investigate. KR confirmed that Humber did the same. | SMe to comply response to RS |
| 9. | **Data and IT/Information Security** |  |
|  | High Alert for Manage Engine desktop central – Sue I don’t have any notes did we discuss? |  |
| 10. | **Any Other Business** |  |
|  | **Primary Access to Patient Records through the NHS App from April 2022** BJ – There are Webinars which you can book on  [https://digital.nhs.uk/services/nhs-app/nhs-app-guidance-for-gp-practices/accelerating-patient-access-to-their-record](about:blank)  **National Opt Out** – SMe informed the group about a recent issue relating to a patient who was confused about opting out. Thought that the opt out included when staff asked to share their information with another organisation. The patient had ticked the opt out box. Took some explaining. Sue what else would you like me to add?  **Honorary Contracts** | Add to the next Agenda  . |
| 11. | **Date/Time of Next Meeting:**  Thursday 10 February 2022, 2.00 pm – 3.30 pm Via Microsoft Teams | Meeting invite already sent out. |