

INFORMATION GOVERNANCE TOOLKIT WORKING GROUP

REPORT TO THE HE FORUM
26TH NOVEMBER 2014



The screenshot shows a mobile browser interface for the Information Governance Toolkit registration page. The URL is igt.hdic.gov.uk. The page title is "Information Governance Toolkit" with the DH Department of Health logo. The breadcrumb trail is "You are here: Home > Register". The main heading is "Register for an IG Toolkit Account".

Step 1 - Organisation Search

First of all, we need to determine whether your organisation is already set up in our database.

- ▶ If you know your Organisation Code, enter it below, then click the 'Next' button.

Organisation Code:

- ▶ Otherwise, enter all or part of your organisation's name, then click the 'Next' button.

Organisation Name Keywords:

- ▶ If you don't know any of the above information, please contact us to register an account.

Next Cancel

• The above will only work if your organisation does not already have an IG Toolkit Organisation Administrator.

MEETINGS & MEMBERSHIP

- 40 individual members representing a large percentage of UK HE establishments and other research associated groups
- Increased number of successful Hosted Secondary Use Team/Project View IGT submissions.
- Working Group meetings since last HE Forum - June, August and November.
- Training workshop day July 2014

TERMS OF REFERENCE

NHS-HE Forum Working Group on Information Governance

group was created at the request of the NHS-HE Forum and is based on a team of coming together to achieve a joint task without any delegated executive responsibility.

Terms of Reference

ise directly with the HSCIC about the development of the Information Governance Unit (IGU) (IGT) as it relates to research and education organisations and to feedback directly to the External IG Delivery Team at the HSCIC in terms of proposals for changes.

represent research and education organisations at the national Strategic Information Governance Network (SIGN).

investigate options and make recommendations for tailoring the Secondary Use of Information in Research and Hosted Secondary Use Team/Project views of the IGT to suit Research and Education whether in Higher Education Institutions or elsewhere i.e. those involved in research and education or those providing services to health and social care.

maintain awareness of legal, regulatory, contractual and technical developments that have affected the implementation of the IGT in research and education organisations and keep updated resource on this subject.

understand the relationship between the IGT and NHS information governance arrangements in Scotland, Wales and Northern Ireland, in terms of its impact on research and education organisations.

help develop or coordinate training and guidance suitable for the research and education community e.g. running workshops or training days.

publish any guidelines or good practice case studies or examples on the IGT Knowledge and <https://community.ja.net/groups/nhs-he-forum-connectivity-project>, with other details added where appropriate.

report on progress to the NHS-HE Forum meetings at least annually.

review the ongoing value and existence of the group at least annually to coincide with major IGT version publication cycle i.e. May or June each year. Where it is agreed to review then the membership of the group will be reviewed to ensure that it is appropriate.



WORKING WITH HSCIC

- Close liaison to establish and create better working practice. Access to HSCIC resources for faster applications
- Reviewing the current IGT and making change requests to each new version. Improving for HE.
- Preparation for new versions and the forthcoming substantive change.
- Better understanding and feedback to enable faster applications.
- Incident reporting - Currently 0 reported "incidents" for HSUT/P

COLLABORATION AND ASSOCIATIONS

- **SIGN** -Strategic Information Governance Network - attendance at the National SIGN meeting, discussions with regional SIGN representatives, DH and IGA
- **IGA** -The Information Governance Alliance (IGA) is a group of national health and care organisations that are working together to provide a joined up and consistent approach to information governance. -
- **HSCIC** - Information Governance Assurance Framework (IGAF) - Health and Social Care Information Centre
- **HRA** -primary role as an organisation is to protect and promote the interests of patients and the public in health research, and to streamline the regulation of research. - See more at: <http://www.hra.nhs.uk/about-the-hra/our-committees/#sthash.wgcGmoy0.dpuf>

CONSULTATION

- DATA MANAGEMENT - Best Practice
- ISO 27001 v IG Toolkit - Guidance and advice
- ASH - Accredited Safe Haven
- INCIDENT REPORTING TO ICO - Review and feedback to HE on how to conduct this within the regulations.
- DATA SHARING - Best practice
- INFORMATION GOVERNANCE POLICY - templates and examples.

EXEMPLAR DOCUMENTS AND TEMPLATES

- SET OF EXEMPLAR POLICIES FOR THE IGT -
Going into the IGT Knowledge base.
- IMPROVEMENT PLAN EXAMPLES
- TRAINING TOOL FROM NIHR - [http://
www.crn.nihr.ac.uk/learning-development/
information-governance-training/](http://www.crn.nihr.ac.uk/learning-development/information-governance-training/)

NEXT TRAINING DAY

- 3RD FEBRUARY
- LONDON
- WORKSHOP STYLE
FROM BEGINNERS TO
MASTER CLASS
- WORKING FROM THE
FEEDBACK RECEIVED AT
THE JULY TRAINING DAY.



FUTURE WORK

- INCREASED ENGAGEMENT WITH THE IGT CHANGES
- CONTINUED REPRESENTATION AT NATIONAL SIGN MEETING
- FURTHER DISSEMINATION AND CREATION OF BEST PRACTICE TEMPLATES, PROCESS AND PROCEDURES.
- MORE TRAINING DAYS.
- RESULT: Easier, faster, successful applications for IGT.
Protected health data. Less interruption to important research.
National Standards for IG improved in HE.

14:54 53%

igt.hscic.gov.uk

Information Governance Toolkit

You are here: [Assessment Summary](#) > [Version 12 \(2014-2015\)](#) > 12-120

Requirement Details

Responsibility for Information Governance has been assigned to an appropriate member, or members, of staff

Requirement No:	12-120
Initiative:	Information Governance Management
Organisation Type:	Hosted Secondary Use Team/Project
Version:	12.0
Overall Owner(s):	Sarah Lawson (sala)

Previous 12-120 Next Save Done Cancel

[Expand All](#) | [Collapse All](#) | [Printable version \(PDF\)](#) | [Downloads and booklets](#)

Requirement Description

- [Guidance](#)
- [Attainment Levels](#)
- [Knowledge Base Resources](#)
- [Training](#)
- [Requirement Origins](#)
- [Changes](#)

Previous 12-120 Next Save Done Cancel

Sarah Lawson
National Perinatal Epidemiology Unit (NPEU)
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THANK YOU

Sarah Lawson