

NHS HE Information Governance Working Group

Notes of Meeting on 15th May 2015

Present:

Norman Bridges (NB)	University of Keele
Andrew Burnham (AB)	University of Leicester
Tom Chan (TC)	University of Surrey
Gerry Collins (GC)	QMUL
Will Crocombe (WC)	University of Leeds
Gearoid Garvey (GG)	Institute of Education, UCL
Susan Graham (SG)	University of Edinburgh
John Hodson (JH)	HSCIC
Mia Kalezic (MK)	QMUL
Vanessa Kaliapermall (VK)	HSCIC
Bridget Kenyon (BK, Chair)	UCL
Sarah Lawson (SL)	University of Oxford
Trevor Peacock (TP)	UCL
Flavius Plesu (FP)	University of West London
Malcolm Teague (MT)	Jisc
Richard Wilson (RW)	University of Sheffield
Arouna Woukeu (AW)	QMUL
Apologies:	
All other group members	

Minutes of the meeting of 8th January 2015

- 1 These were agreed.

Update on Actions from previous meetings

- 2 For previous actions still open then please see the open actions summary list at the end. The actions that were closed were:

Ref.	Action	Who	Update
1.4	Review existing guidance around use of safe havens in relation to secure transfer of patient data between the NHS and research and education organisations.	MT	Proposed change to the IGT guidance accepted for IGT v13. Otherwise carried forward. Agreed now closed.
4.7	Share NIHR CRN CC IGT submission once this is made and approved (after the end of March)	KBH	This is unlikely to happen now KBH has moved jobs. Closed.
6.3	Ask Darren Mort to get in touch with BK about the latest on IGT and ISO 27001 mapping.	JH	Update 21/11/14: Darren is the new Security and Risk lead at HSCIC and he is doing work on IGT v13 and the updated ISO 27001 standards. Darren and BK have made contact. Closed.

7.6	Send the Design Group meeting information on to the Working Group members who volunteered for that i.e. TP and vice LS	VK	The Design Group have met to consider incident reporting. TP and LS are now on the membership list but the group hasn't met recently. Closed.
7.14	Review the NIHR Portal using the technology assessment tool in use at KCL.	KH	With KH moving jobs and the NIHR Portal well established, this action is closed.
9.1	Send the IGAF2 questionnaire link to MT once available.	JH	Done, closed.
9.3	Circulate the guidance for the cyber incident reporting tool following its soft launch.	JH	Done, closed.
9.4	Update the Training Day programme for 3 rd February 2015 and circulate.	MT	Done, closed.
9.5	Where we are as a community on the HSCIC contract to be on the agenda for the next meeting.	MT	Done, closed.
9.6	Reword the IGT related Research Data Spring submission to reflect the agreed approach and ask Jonathan Tedds to update the proposal on the website.	AB	This was done. Unfortunately the proposal did not make it through to the next round of the research Data Spring process. Closed.
9.7	Vote for the proposal in 9.6 if agree.	All	Closed.

Notes of Extraordinary Meetings 17th March, 31st March, 15th April 2015

- 3 These notes were focused on the framework discussions and were noted.

HSCIC IGT/IGAF2 Update

- 4 VK gave an update. It has been very busy with IGT v12 submissions having to in for NHS organisations by 31st March 2015. However research organisations do not have to work to that timescale.
- 5 The proposed IGT v13 is due to be approved by the [Standardisation Committee for Care Information](#) by the end of May and an Information Standards notice will be issued. The main updates are around Caldicott2 requirements. (post meeting note – see <https://www.igt.hscic.gov.uk/NewsArticle.aspx?artid=138> for announcement of changes etc.). Once v13 is published then those who haven't yet completed v12 will need to do v13 as there is an over-ride.
- 6 The cyber security incident reporting tool went live at the end of February and is for all public services on behalf of the Cabinet Office and not just health and social care. The reports on cyber security are for intelligence gathering to help with strategic decisions, and they do not go to the ICO.

- 7 IGAF2 is going to be covered more fully in the workshop after the meeting but VK thanked everyone for the feedback so far. The National Information Board has set an October deadline for a release with a relaunch and refresh. Currently expected that this will involve:
- New web page
 - Development page
 - New look and feel
 - Being a bit more interactive
 - Page on Caldicott2
 - Page on cyber security
- 8 There is an NHS Trusts focus for IGAF2 to start with. Also looking to refresh the assessment tool for HE, dental practices and voluntary sector initially plus looking at GP practices. Initial views to be taken at the workshop. It is very busy and specifications are needed by the development team in the next week or so.
- 9 VK had met with Natasha Dunkley of the HRA to discuss CAG and some renewed guidance materials – latest draft was helped by TP and SL. This is being finalised in the next week and it is hoped that it will be easier to work through. VK also trying to make a link with the DARS (Data Access Request Service) team.
- 10 Also started work on a refresh of an anonymisation standard. This has been commissioned by the Information Governance Alliance – joint venture between DH, NHS England and HSCIC to pull together IG advice. The working title is “Anonymisation for Dissemination of HSCIC Data”. They are in touch with the ICO work on this topic. Would like to use the Working Group as an expert group along with others such as the Farr institute.
- 11 Andrew MacLaren started as the new Information and Analytics Director on 7th April. An HSCIC customer satisfaction survey is to be circulated soon by the [Data Access Advisory Group](#) (DAAG).

Update on position with HSCIC Framework Agreement

- 12 BK reported that she had thought that progress was being made with positive discussions with David Evans at HSCIC where a set of changes proposed to him from the group were to be assessed by the legal department for inclusion in a revised standard agreement document. The main proposed changes were to recognise the federated nature of universities and their federated nature. However there then was a message from Dawn Foster at HSCIC that there is only one contract and this is what has to be signed. It was known that there were at least two versions of the contract different from the original that some universities have signed i.e. one recognising the Charity status and a different one recognising the federated nature of Universities. BK said that “disappointed” was the minimum description of how she felt about the outcome.
- 13 There then was an open discussion about where different member organisations are with signing the framework agreement. Some have signed but are unhappy with the terms and would like to have them improved. Others have not yet signed. There have been significant delays to some research e.g. a major cohort study delayed by 10 months, a PhD student having to complete his doctorate with no data, analysts employed but no data to work on. It was agreed that the issue

had become such that it was not going to be resolved by the Working Group and there were various initiatives to raise it at a higher level. BK has been talking to others at UCL. The MRC and Chair of CAG had been briefed.

Next Training Day

- 14 It was agreed that this would still be valuable after the October IGT/IGAF2 release, so probably late November. At the last event it was felt that the “beginners” stream should run all day although a “news” session say at the start could be shared between beginners and the more experienced. It would be good to have a Q&A session and if the Help Desks could be involved.
Action 10.1: MT to check funding and potential venue for proposed Training Day.

Idea for network of external auditors

- 15 Held over for the next meeting.

IGAF2 Workshop

- 16 This workshop was led by JH and supported by HSCIC colleagues, VK, Maha El Nasser and Christopher Clark. Following an overview there were group discussions on the proposed approach with feedback direct to JH and the team.

Date of next meeting

- 17 To be agreed.

Summary of Open and New Actions:

Open actions:

Ref.	Action	Who	Update
3.1	Letter to be drafted from the Working Group that can be forwarded to appropriate groups registering for the IGT.	BK	MT to amend letter and reissue to VK. Update 15/05/15: Letter has been redrafted. Comments received from VK and BL for incorporation.
3.2	Provide IGT to ISO 27001 and 27002 mapping for Secondary Use view.	BK	BK reported that an initial analysis had revealed 200 pages of difference so this will take a while. Carried forward.
5.5	Ask for the NIHR CRN Training Package link and circulate to the group. (Also to ask about federated model for access – previously Action 4.11)	MT	Update 21/11/14: an email update had been received from KBH as follows: “The module will be hosted internally from Jan (however individuals can request access and will be provided this). From April 2015 it will be available via Moodle for anyone to access.” Update 15/05/15: TP has been in touch with them and has a contact that he will pass to MT

			to follow-up (post-meeting note – done)
6.2	Contact Natasha Dunkley to chase up the proposed introductory letter about the Working Group to s251 applicants	BK	Update 15/05/15: Carried forward as for Action 3.1. Once Action 3.1 is done then VK will forward a copy to Natasha.
7.1	Comparison of ECRINS with the IGT.	LS	Carried forward.
7.2	Provide a one page summary on ECRINS to VK so she can explore it further from the HSCIC perspective.	WC	Update 15/05/15: WC will take on this action from KH.
7.5	Ask CAG for the criteria being used to assess the improvement plans.	VK	Update 8/1/15: JH said that he had a conversation with Natasha Dunkley about this but did not have an answer to give today. Update 15/05/15: VK had met with Natasha and Mark Taylor. Nothing to report at present, awaiting developments.
7.15	Provide an example action Plan and MT to have a first go of doing this for the Working Group.	MT	VK has sent through the example. MT to change it to reflect the needs of the working group. Carried forward.
8.8	Try again to create a list of IGT contacts at each institution	MT	Carried forward. Update 15/05/15: Suggested an extra column is shown that indicates whether the organisation is trying a wider scale approach to IGT. AB is now doing this for Leicester. It would be good if the list can be on a website for reference.
8.9	Consider how existing contacts could be shared with other relevant departments at HSCIC	VK	Ongoing. Update 15/05/15: It is hoped that HSCIC framework contacts can become part of the group so possibly review that later.
9.2	Ask at HSCIC about the output of the incident reporting and Accredited Safe Haven surveys.	JH	Carried forward.

New Actions:

Ref.	Action	Who
10.1	Check funding and potential venue for proposed Training Day	MT