

NHS HE Information Governance Working Group

Notes of Meeting/Coffee Morning on 7th September 2016

Present:

Noela Almeida (NA)	NHS Digital
David Bishop (DB)	University of Leeds
Tony Brooks (TB)	University of Derby
Andrew Burnham (AB)	University of Leicester
Tim Chater (TC)	University of Sheffield
Gerry Collins (GC)	QMUL
Wendy Craig (WeC)	University of Newcastle
Will Crocombe (WiC)	University of Leeds
Stewart Doyle (SD)	University of Hull
Tom Fleming (TF)	University of Leeds
Bridget Kenyon (BK, Chair)	UCL
Michael Lay (ML)	University of Oxford
Janet Messer (JM)	HRA
Magi Nwolie (MN)	NHS Digital
Malcolm Teague (MT)	Jisc
Ann Thomson (AT)	QMUL
Richard Welpton (RW)	Cancer Research UK
Arne Wolters (AW)	The Health Foundation
Arouna Woukeu (AW)	QMUL
Apologies:	
All other group members	

- 1 We started with the networking session (missed by a few who encountered severe train delays unfortunately) preceded by introductions around the room. In terms of representatives from NHS Digital we were delighted that Magi Nwolie and Noela Almeida were there
- 2 In Bridget's introduction about the Working Group, she mentioned that as at August 2016, there were 205 published toolkits from 41 Universities. This was based on a report provided by JH (later circulated to the JISCMail list).

NHS Digital Reports: External IG service

- 3 In her introduction MN described how she has taken over John Hodson's role in terms of the liaison point for the External Information Governance Service for the working group, as JH is now leading the new development of the IGT toolkit post Caldicott3.
- 4 Any MN has been involved with the IGT since the start (2003/2004) and has seen many a completed assessment in her time! She is not new to the working group either having helped with one of the training days previously. She will be representing the Business as Usual external IG service, but is also working on the new IG Training Tool with Health Education England (e.g. an IG Essentials package) which will eventually replace the current over-subscribed training module.

- 5 MN showed the summary position on published HSUT IGTs as below. She noted that the lowest scoring requirement of “pseudonimisation” was common across other views as well.

Version 13 - IG Toolkit

- No of IG Toolkits Hosted Secondary Use Teams published up from 95 to 98.
- Average IGT Percentage Score was 80% slightly up from 78%.
- Highest Scoring Requirement was 120 - IG Framework and 121 - IG Policy.
- Lowest Scoring Requirement was 334 - Pseudonymisation.
- Highest level of Not Relevant's was 222 - Overseas processing and 334 - Pseudonymisation where S251 has been granted.

- 6 The feedback from the Caldicott3 consultation will not be available until at least October. So there is not likely to be any change for IGT version 15 next March, as that will be insufficient time. Magi reported that in future there will be no “Level 3’s” awarded unless there is evidence of an external audit across the whole IGT. Anyway “Met Level 2” is the requirement and in fact the percentages are irrelevant.

NHS Digital Reports: Information Governance Assurance Team

- 7 We also welcomed NA to her first meeting. She said the IG Assurance Team had two main functions:
- Internal advice on IG matters (noting DARS elsewhere but they do often come for advice)
 - Manage the Data Sharing Framework Contracts, but not the Data Sharing Agreements that sit underneath.
- The team also provide the secretariat for Data Access Advisory Group (DAAG), soon to become IGARD.
- 8 NA reported that new Data Sharing Framework Contract is not yet finalised, probably 80-90% there. Some thorny issues such as sub-licencing. The team will be looking at the communications, implementation plan and guidance – keen to know the issues so can improve the guidance.
- 9 NA agreed to see what happened to the proposed contract changes made by the group to the consultation. The group also fed back that detailed requirements on passwords, encryption and deleting data seemed inappropriate for the overall contract.

SIGN

- 10 WeC had attended the last Strategic Information Governance Network (SIGN) meeting on behalf of the group. Had thought it productive. 2 hours to go round the table! Wendy had explained about research. Felt that issues were pretty much the same e.g. around Data Protection Act implementation. A letter had been sent to NHS CIOs with an indication of the expected data security standards.

NHS Digital Research Advisory Group (RAG) and Bridget's meeting with Prof Martin Severs

- 11 BK had met with Prof Martin Severs after their discussion at the NHS-HE Forum in May when they both presented. Prof Severs has asked BK to provide a paper to the new NHS Digital Research Advisory Group on whether Universities and Research Institutions could move to "one IGT".
- 12 There was a significant discussion on this. BK is to draft the paper and will circulate for more feedback.

Caldicott Consultation

- 13 In the end the group decided not to send its own submission as many had submitted for their institution or other wider groups e.g. Farr Institute, The Academy of Medical Sciences.

Training Day

- 14 Aiming for late January 2017. As well as beginners section and the latest on IGT developments etc., will look to have a more on Anonymisation as a topic, possibly with an ICO input as a new code is expected early next year.

Next Meeting

- 15 To find a date in early December. Will hope to have feedback from the paper to the RAG, possibly more movement on the redesign of the IGT, planning for the Training Day.