

Achieving the IGT (Hosted Secondary Use Team/ Project View) The Npeu Experience

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We needed NIGB approval for many of our trials and research projects



We work in close collaboration with clinicians from all over the UK and work closely with NHS facilities across the UK

We need an N3 line for connection to the Demographic Batch Service



In the past the Unit had relied on its own strict security policy and procedure to prove its integrity



- We were directed to fill out the IG Toolkit to enable us to proceed with the work we wanted to do.
- The first thing we found difficult was trying to get the right information of what we should be doing.

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NHS Information Governance Toolkit **DH** Department of Health

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Welcome to the Information Governance Toolkit

The IG Toolkit is an online system which allows NHS organisations and partners to assess themselves against Department of Health Information Governance policies and standards. It also allows members of the public to view participating organisations' IG Toolkit assessments. [Read more...](#)

Registered Users

Please enter your user details and then click the 'Log In' button below.

Organisation Code: ?

User ID:

Password:

[Log In](#)

[? Forgotten user details?](#)

The IG Toolkit uses a session cookie when you log in to keep track of who you are for the duration of the session. By logging in you are consenting to this cookie being held for the duration of the browser session

For more information read our [Cookies Policy](#)

New Users

Learn how to use this site by reading the '[quick start](#)' guide.

[? 'Quick Start' Guide](#)

Before you can use the IG Toolkit you need to [register for a user account](#).

[Register](#)

For help registering, read the '[How to Register](#)' guide.

[? 'How to Register' guide](#)

Just Browsing?

Members of the public have access to a [report of participating organisations' assessments](#).

You can also [browse the IG requirements](#) and access other features of the IG Toolkit using the navigation bar on the left.



Finding out where to start was more difficult than I had anticipated.....



NHS Connecting for Health Information Governance Statement of Compliance (IG SoC) Application Form

This form should be used to apply for an Information Governance Statement of Compliance (IG SoC) – for example, to seek approval for a new connection to the NHS national network (N3) or other NHS Connecting for Health (NHS CFH) systems and/or services.

The IG SoC is the acceptable use agreement between NHS CFH and organisations (Approved Service Recipients) which connect to the N3. It sets out terms and conditions to preserve the integrity of those systems and services.

This form is not appropriate for GPs. To see whether this form is appropriate for you, and for more details on the IG SoC process, please refer to the NHS Connecting for Health website: <http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/igsoc>

The steps in the IG SoC application process set out a range of security related requirements which **must** be satisfied for an organisation to provide assurance that the N3 and information assets are safeguarded.



- **It took at least 3 attempts to get the information correct on the Statement of compliance**



- **It involved a trip to London to an NHS IT exhibition specifically to speak to the BT N3 stand on a quest to get some help. This finally resulted in being put in touch with some very helpful people who started to guide me on what was needed for the form**
- **Trying to get a named sponsor – and to find out what this really meant was the biggest hurdle**

**NHS Connecting for Health Information Governance
Statement of Compliance (IG SoC) Application Form**

This form should be used for all organisations that are part of the national network of NHS Connecting for Health services.

The IG SoC is the Statement of Compliance (Approved Service) which is used to preserve the integrity of the information held on the system.

This form is not to be used for systems that are not part of the national network of NHS Connecting for Health services.

and for more details on the IG SoC process, please refer to the NHS Connecting for Health website: <http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/igsoc>

The steps in the IG SoC application process set out a range of security related requirements which **must** be satisfied for an organisation to provide assurance that the NHS information assets are safeguarded.

Information Governance Statement of Compliance (IG SoC) Application Form

Question: Could the Statement of Compliance be designed to better fit the HE/NHS collaboration model?

- **Many trials units work in close collaboration with NHS staff and patients, however the NHS Trust or Trusts are not supporting or sponsoring us in the way required in the compliance statement.**
- **Often we are working in the same buildings or areas as the NHS facilities but we are not linked or using the NHS systems.**
- **Many of our staff have dual contracts but they are not strictly useful in the context of the IG SoC**



- It sounds ridiculous now but it took from January to September to finally receive our login to the IG Toolkit.
- Looking back it was all due to just not being able to understand what was required of us as a unit.



- Once into the toolkit it was a shock



1. The form you need to fill in is neatly hidden.....

- Go to the assessments section on the menu and expand the Attainments Levels

2. Read the questions asked on the form carefully

- There are pages and pages and pages of guidance notes and material. If you read them all it will take you months. You will have to be pragmatic!

3. Make a note before you start of likely support material.

- If you are already Information Security conscious then it is highly likely you will have everything you will need. Read it carefully and try and match what you call it to the NHS name!

Set aside plenty of uninterrupted time to go through the document!



You will need to expand all of the sections to get a clear idea of what you need to do. It is not as bad as it first seems but be careful to expand it all.

Assessments

Reports

Resources

Admin

Help

Previous 10-120 Next Done

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

Requirement Description

Guidance

Attainment Levels

These are cumulative eg to achieve level 3 you must complete all criteria for Levels 1, 2 and 3.

Expand this section to enter evidence and comments.

[Close](#)
[Don't show this again](#)

0: Insufficient evidence to attain Level 1. ?

1: Responsibility for Information Governance has been assigned and an IG improvement plan has been developed. ?

The following criteria must **all** be satisfied:

a: Responsibility has been assigned for Information Governance ?

b: The named Information Governance staff have been provided with sufficient training to carry out their role. ?

c: There is an IG improvement plan that documents both the current level of compliance with the NHS IG requirements and the targets identified to progress to the next level of compliance. ?

2: The IG improvement plan has been approved by a senior staff member and is being implemented. ?

3: In-year reports and briefings on progress against the improvement plan are provided to senior management. IG arrangements are reviewed by a senior member of ?



Providing Evidence ?

1: Responsibility for Information Governance has been assigned and an IG improvement plan has been developed.

The following criteria must all be satisfied:

a: Responsibility has been assigned for Information Governance

General Comments: The responsibility is given to the NPEU Head of IT and Information Security. It is in the job description of that individual who is currently Sarah Lawson

Evidence (recommended but not mandatory):

Evidence Required	Obtained	Location	Details
Named individual(s) job description, or signed note or email assigning responsibility.	<input checked="" type="checkbox"/>	[select]	Job Description
Sarah Lawson job description	<input checked="" type="checkbox"/>	[select]	

b: The named Information Governance staff have been provided with sufficient training to carry out their role.

General Comments: The current Head of IT and Information Security is CISMP trained and certified and has attended NHS GCP training. In addition they have qualifications in Law and is a member of

- **When answering the questions you must know if you have the correct policy or procedure and detail appropriately.**
- **We opted to comment on the basis of evidence and detail what it was**
- **We did not download it or provide reference to location.**
- **All documentation must be available for inspection if required but in this document it would seem unnecessary and I would not be comfortable uploading all of my support material.**



Main Problems.....

NHS

- Converting NHS terms to standard Information Security terms is tricky.
- Are the terms easily matched?

Fit for Purpose

- Do the questions go far enough to protect and prove security?
- Is it so confusing that it prevents the right answers?

Time

- The form is vast – but actually contains limited information.
- It takes a lot of time to get this completed. Do all Units have the staff of money to spend on getting this filled in!



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Sarah Lawson job description	<input type="checkbox"/>	[select]	

b: The named role.

General Comments

Evidence (recommended)

Evidence

IG Training tool report attainments, or evidence

c: The is an IT requirement

2: The IG improvement plan

3: In-year reports management

Information Security is essential to the work we do.

It would be really good to push the “Connecting for Health” ethos closer to making it easier for transparent and trusted collaboration.

Trusted network links?

Information Security Standard terminology?

Agreements and forms that understand the HE and collaborative environment?



If anyone can help us get the N3 line in see me afterwards!