The Information Governance Toolkit

IG Assurance Process
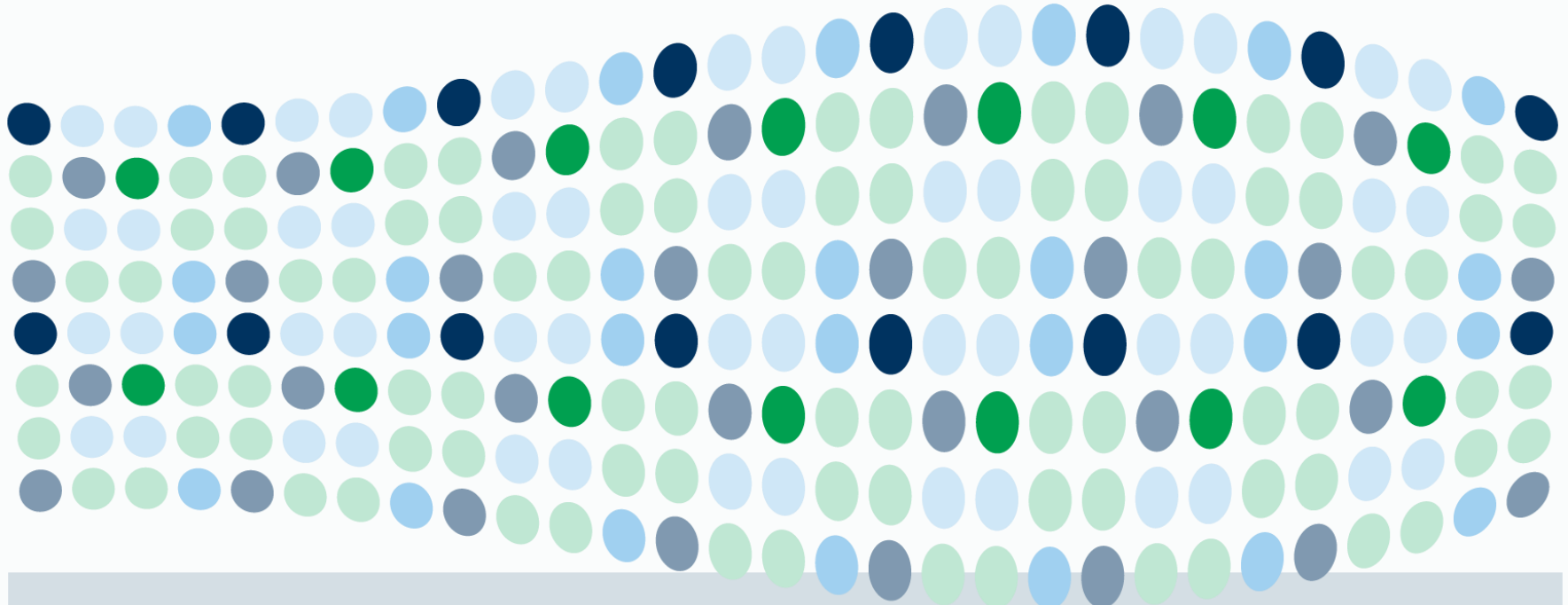
Vanessa Kaliapermall – External IG Delivery Manager

What is the IG Toolkit?

The Initiatives and Requirements

Why do we complete an IG Toolkit?

- DH Policy – All providers, commissioners and their business partners which have access to NHS patients and/or their information.
- NHS Standard Contracts
- NHS IG SoC application process
- Condition of approval in support of s251 applications to HRA CAG and DAAG
- Evidence compliance with standards & best practice (Trusted)

Who does the IG Toolkit

Type of Organisation	Version 10 March 2013 Published IGTs	Version 11 March 2014 Published IGTs	Version 12 Started as at 26/01/2014
Prison	N/A	16	16
Eye Care	4	2	38
H.E. / Hosted Secondary Use	N/A	89	105
NHS Bus Partner	204	225	340
Comm Pharm/DAC	9740	9917	1257
Dentist	2230	1588	1131
AQP Clinical and Non Clinical	57	81	96
Comm Third Party	260	371	565
Voluntary Sector	36	63	191
Large Orgs	452	537	284

Research/Uni 71 across HSU and SU views

NHS Trusts, CCGs, CSUs, Area Teams, Community HP. LA. ALBs (537)

The Submission & Review Process

Register with IGT
- Complete the Registration form
- Confirmation from Host IGT Lead
- Send to exeter.helpdesk@hscic.gov.uk

Complete & Publish IGT Assessment
- Login and evidence compliance against each requirement.
- Aim for minimum attainment level 2 or provide a robust improvement plan for shortfalls.

IGT Assessment Review
- EIGD Team notified of publication
- EIGD Team review assessment, improvement plan & may call for evidence.
- Feedback & outcomes provided – Satisfactory, Satisfactory with Improvement Plan or Unsatisfactory

Notification to HRA CAG
- Satisfactory IGT is a condition of s251 approval process and Data Sharing Agreement/Framework
- EIGD Team notify CAG or DAAG of outcome.

Year on year improvements
- Minimum Attainment level 2 on all requirements
- New version of IG Toolkit released annually

Busiest time of the year is January – May

IG Toolkit Development

- Since 2013 the EIGD Team have been working with the HE&R IG Working Group.

- Requirements reviewed, proposals made and improvements applied to IGT content.

- Knowledge Base and Training Materials in development for Research Community.

- The HE&R IGWG has made a difference and has committed to contribute further for future releases of the IG Toolkit.

IGAF2: Why, and what is it?

- Increasing trust is key
- Builds on the current framework
- Linking health, local government, building to public sector
- 3-year project, roadmap starts with relaunch of the IG Toolkit by October 2015

# Major objectives and principles

- A tool to effectively support:
  - ➤ Better IG
  - ➤ Better links between all the parts of the system
- Reflecting the changing landscape
- Continuously improving with customer satisfaction at heart

The vision

- Gives citizens understanding and control;
- Enables staff;
- Supports information sharing;
- Effective via continuous improvement;
- Cost effective.

The flower
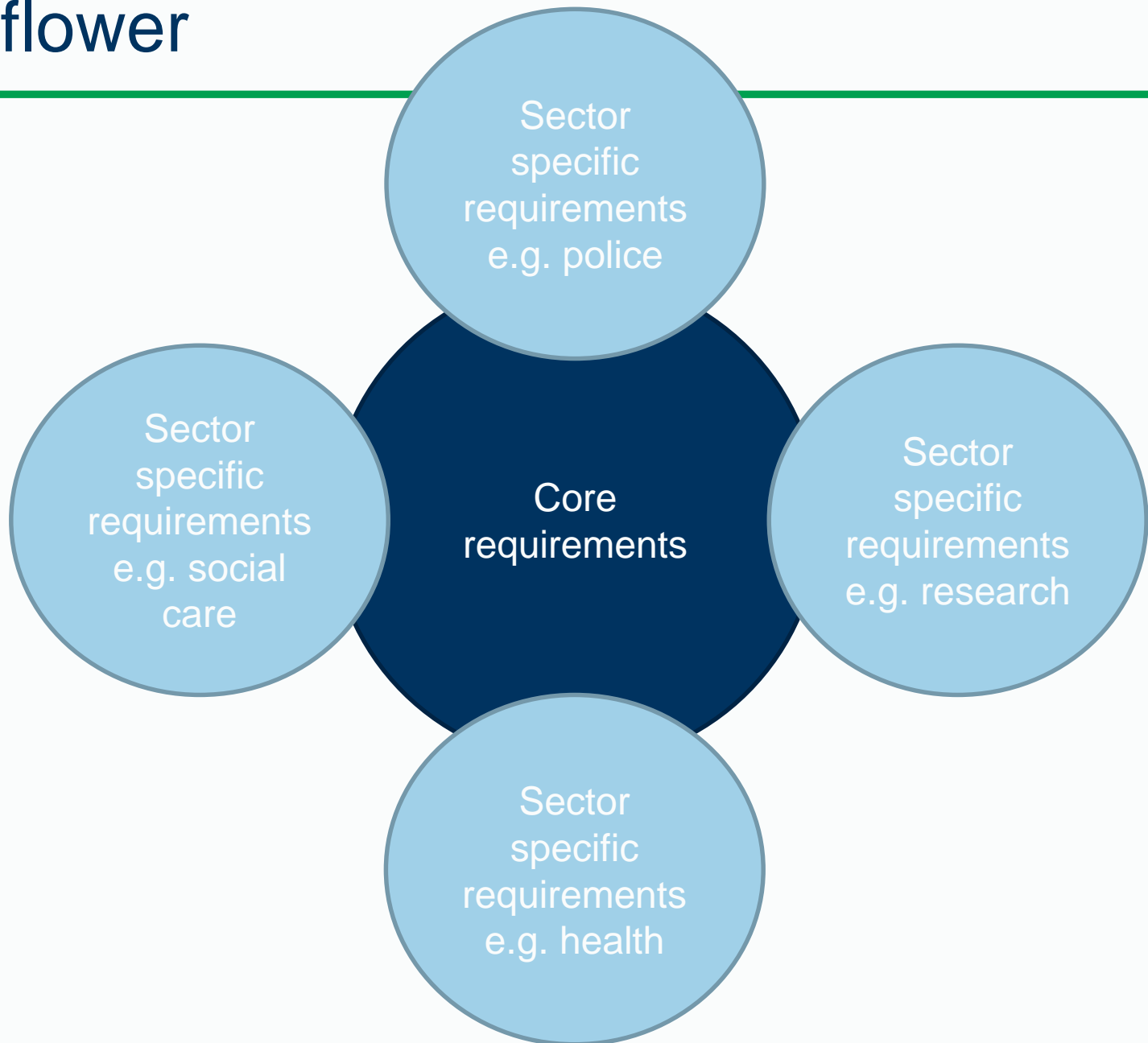
Evolution and Revolution

- Cyber-security
- Caldicott 2 Module
- Better for smaller orgs
- Explore;
  - Audit and peer review
  - Measure "outcomes"?
- New visual identity
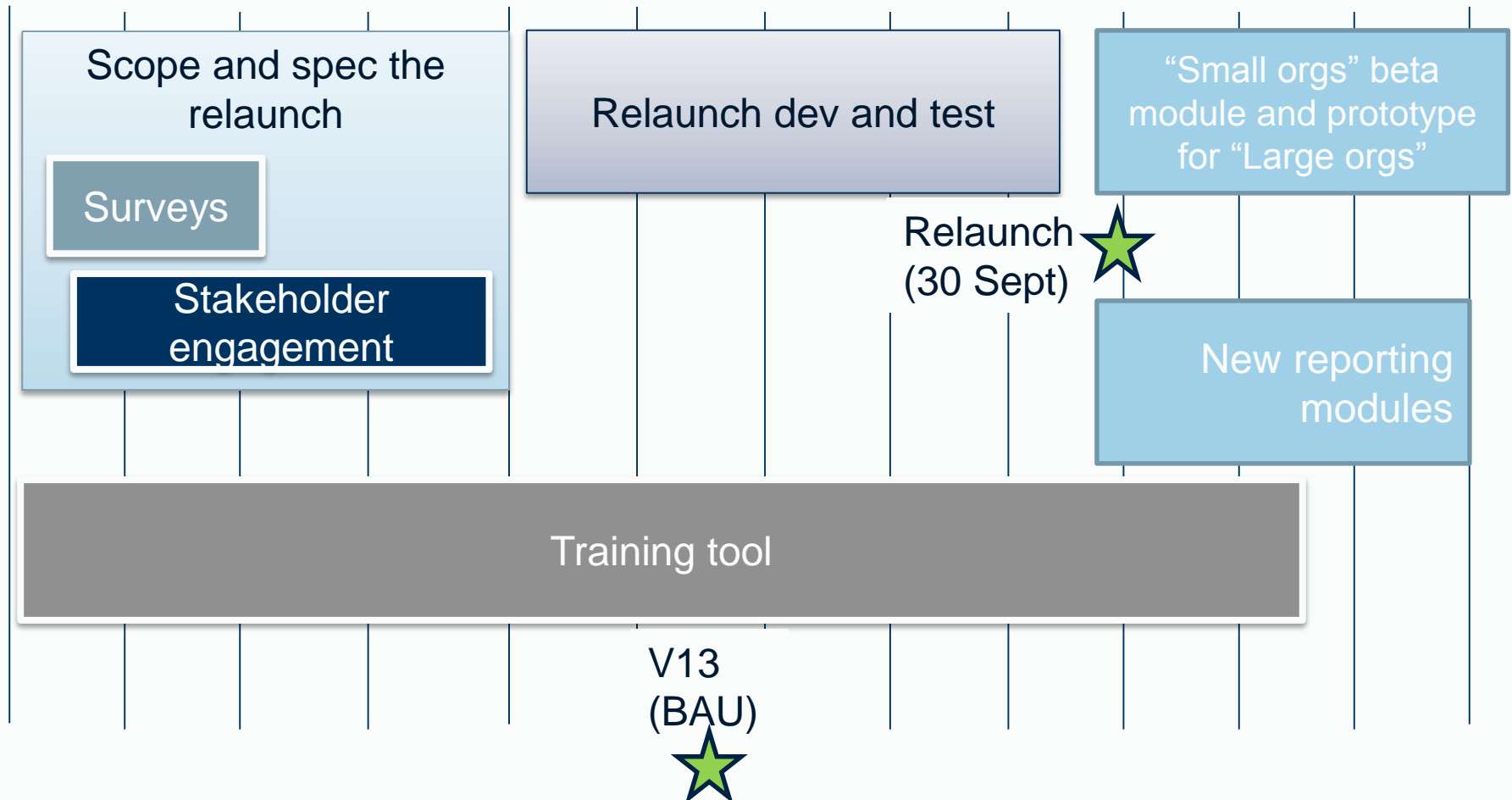- Website enhancements
- ETD materials
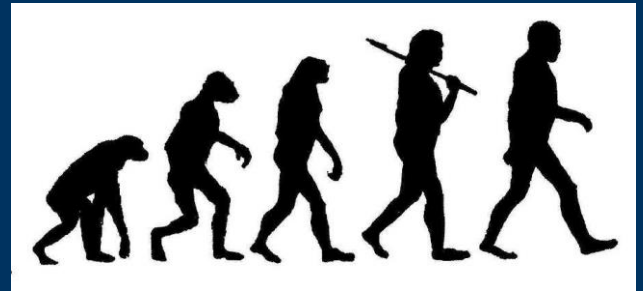
and

Challenges

- Cultural change
- Support for integration into social care and 3rd sector
- The tension between sharing information and managing risk
- Giving users confidence

High level timeline (2015)
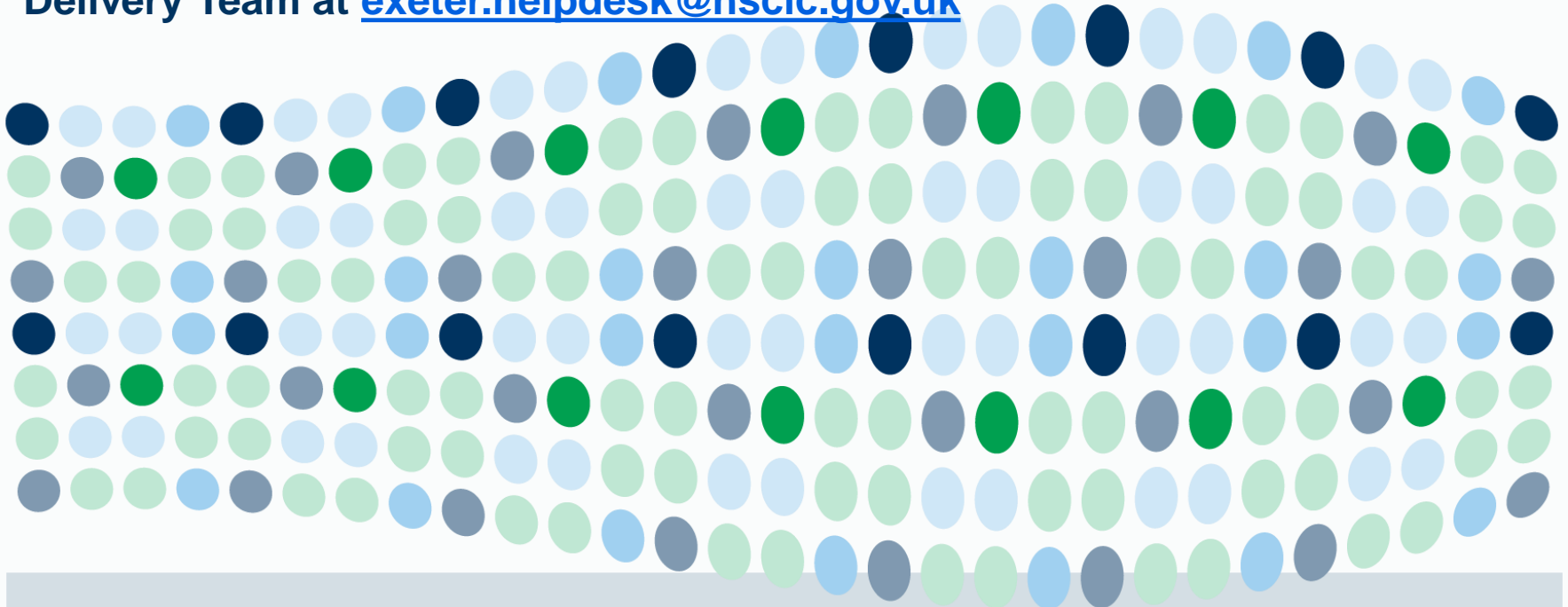
Key Issues we need your help with

- How do we engage with your Sector?

- Spread the word on the surveys

- Best ways to communicate with your Sector, if you were writing our Comms plan what would it look like?

- How do we measure success in your Sector?

Questions?

Queries on the IG Toolkit or Requirements please contact the External IG Delivery Team at exeter.helpdesk@hscic.gov.uk

Enjoy the rest of the day!