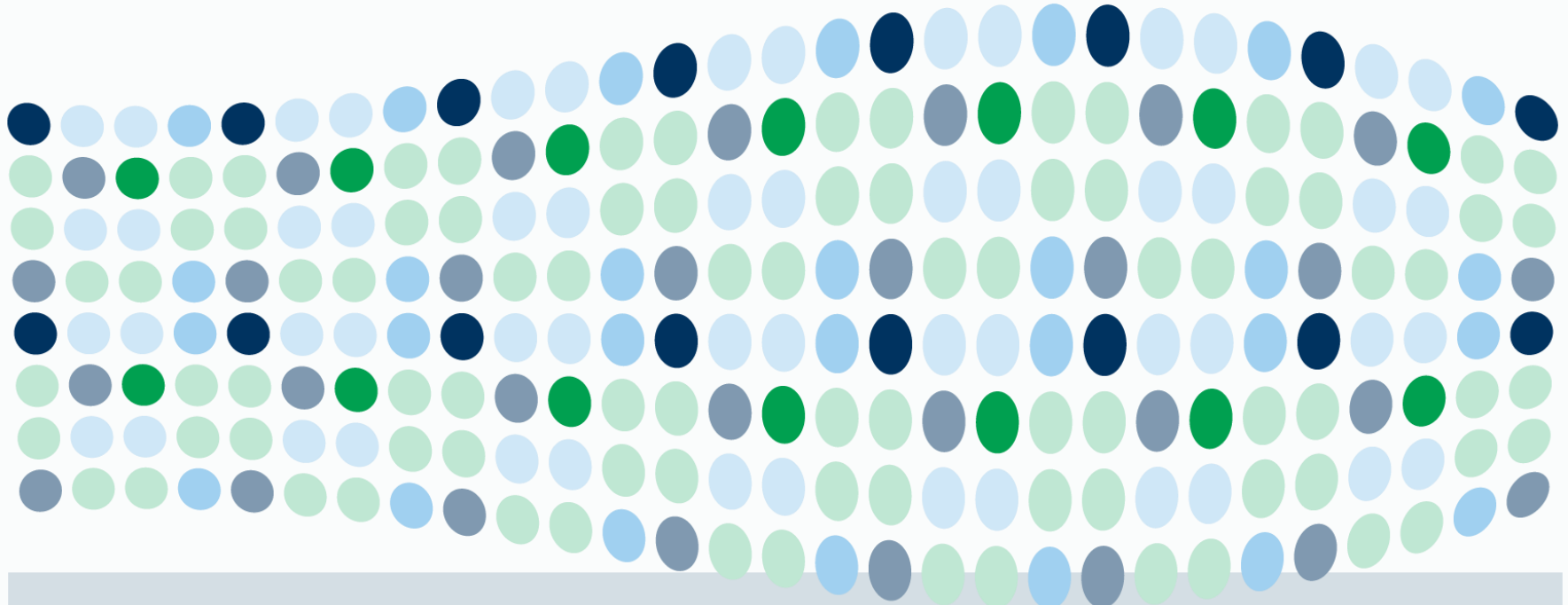




Health & Social Care
Information Centre

The Information Governance Toolkit

IG Assurance Process



Vanessa Kaliapermall – External IG Delivery Manager

What is the IG Toolkit?

Skip to content

DH Home | HSCIC Home | Accessibility | Contact Us | About

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

You are here: Home

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...](#)

IG Toolkit Version 12 is now live.

Click [here](#) for further detail. The "Change Release Note" provides an overview of the functional and content changes and the "Change Control Notice" provides further detail on requirement guidance and knowledgebase changes. Local Authorities should also read the guidance within the 'Help' section under the "[Local Authorities](#)" link.

The External IG Delivery Team would like to take this opportunity to thank all those from the service who have contributed to the development of IG Toolkit Version 12. Thank you!

Registered Users

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

Organisation Code: ?

User ID:

Password:

[? Forgotten user details?](#)

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](#).

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

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

The Initiatives and Requirements

The screenshot displays the NHS Information Governance Requirements List. The page is titled "Requirements List" and includes links for a printable version and downloads/booklets. The requirements are organized into three main sections, each with a distinct header color: Information Governance Management (red), Confidentiality and Data Protection Assurance (orange), and Information Security Assurance (yellow). Each requirement entry includes a unique ID (Req No), a detailed description, and a "View" button for further details.

Req No	Description	Action
Information Governance Management		
12-120	Responsibility for Information Governance has been assigned to an appropriate member, or members, of staff	View
12-121	There is an information governance policy that addresses the overall requirements of information governance	View
12-122	All contracts (staff, contractor and third party) contain clauses that clearly identify information governance responsibilities.	View
12-123	All staff members are provided with appropriate training on information governance requirements.	View
Confidentiality and Data Protection Assurance		
12-220	Personal information is only used in ways that do not directly contribute to the delivery of care services where there is a lawful basis to do so and objections to the disclosure of confidential personal information are appropriately respected	View
12-221	There are appropriate confidentiality audit procedures to monitor access to confidential personal information	View
12-222	All person identifiable data processed outside of the UK complies with the Data Protection Act 1998 and Department of Health guidelines	View
12-223	All transfers of personal and sensitive information are conducted in a secure and confidential manner	View
Information Security Assurance		
12-330	Policy and procedures ensure that mobile computing and teleworking are secure	View
12-331	There is an information asset register that includes all key information, software, hardware and services	View
12-332	Unauthorised access to the premises, equipment, records and other assets is prevented	View
12-333	There are documented incident management and reporting procedures	View
12-334	The confidentiality of service user information is protected through use of pseudonymisation and anonymisation techniques where appropriate	View
12-335	There are adequate safeguards in place to ensure that all patient/client information is collected and used within a secure data processing environment (safe haven) distinct from other areas of organisational activity.	View

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)

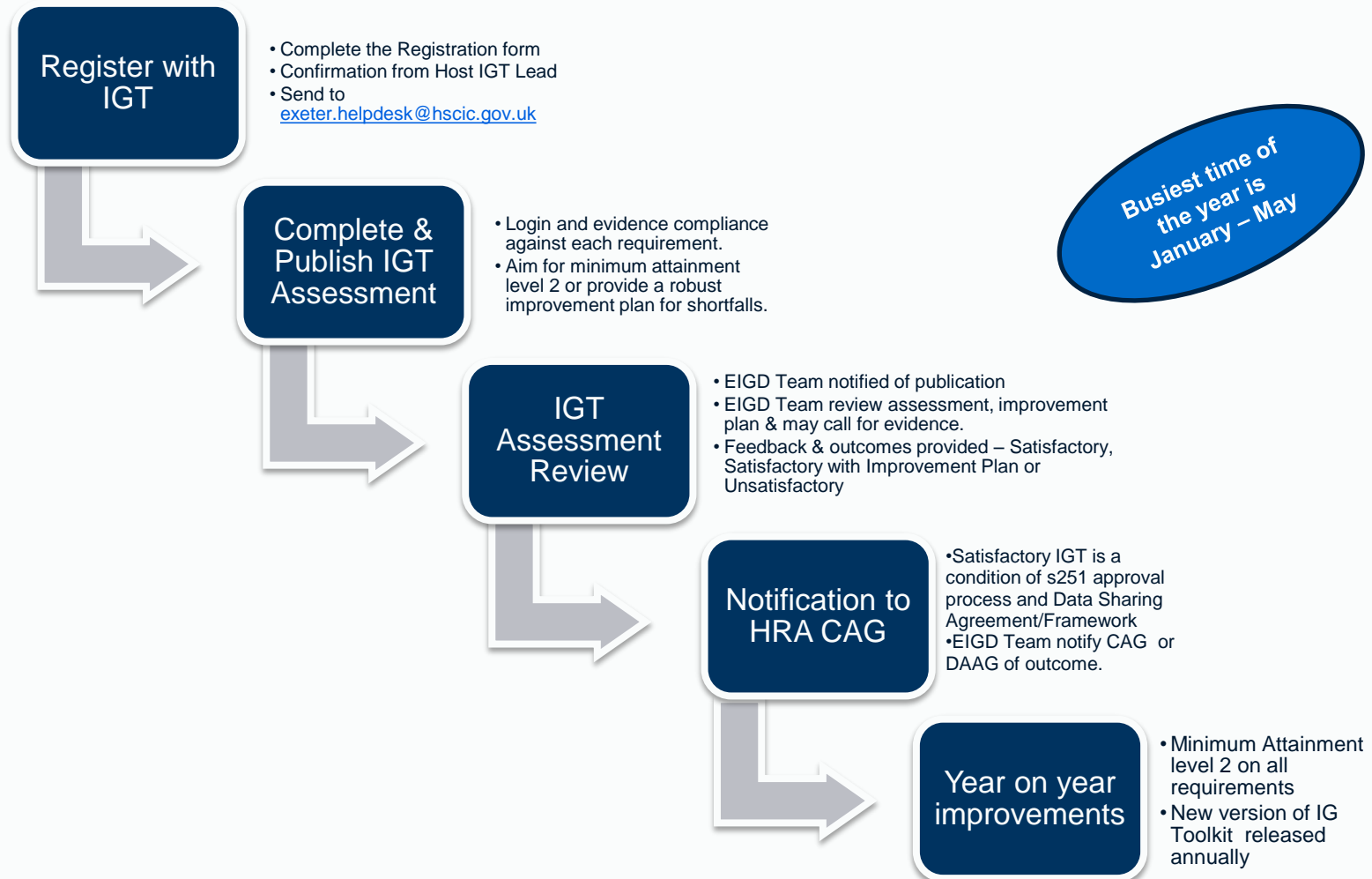
Who does the IG Toolkit

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.
L.A. ALBs (537)

The Submission & Review Process



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
-

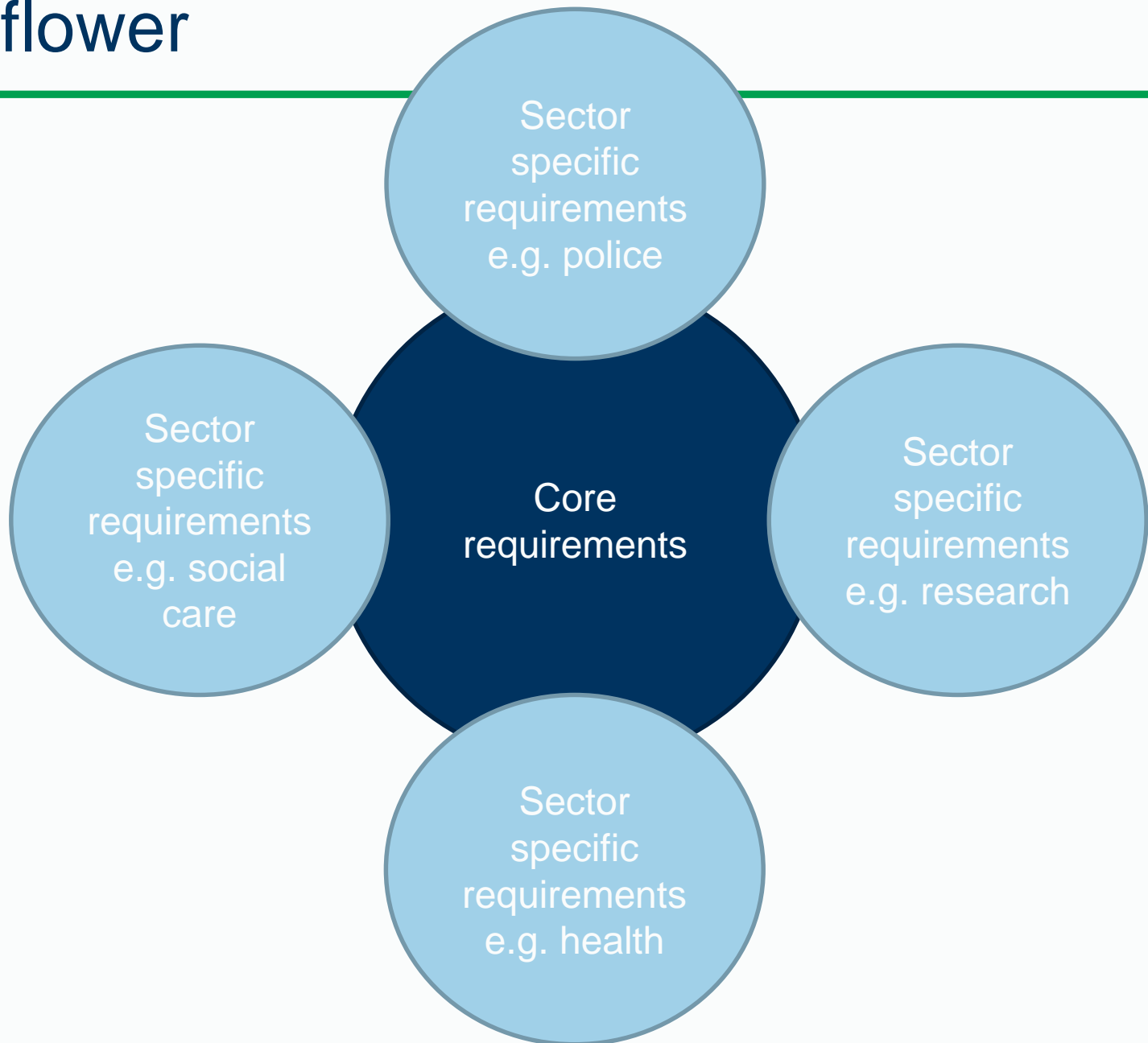
Major objectives and principles

- 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

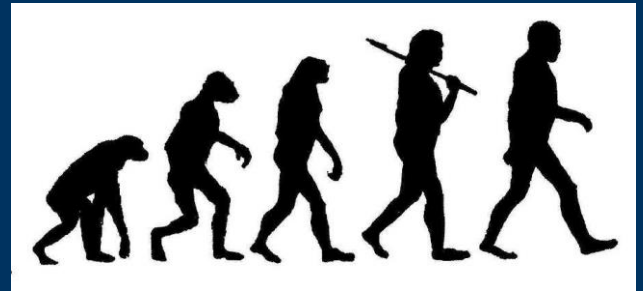
- Gives citizens understanding and control;
 - Enables staff;
 - Supports information sharing;
 - Effective via continuous improvement;
 - Cost effective.
-

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



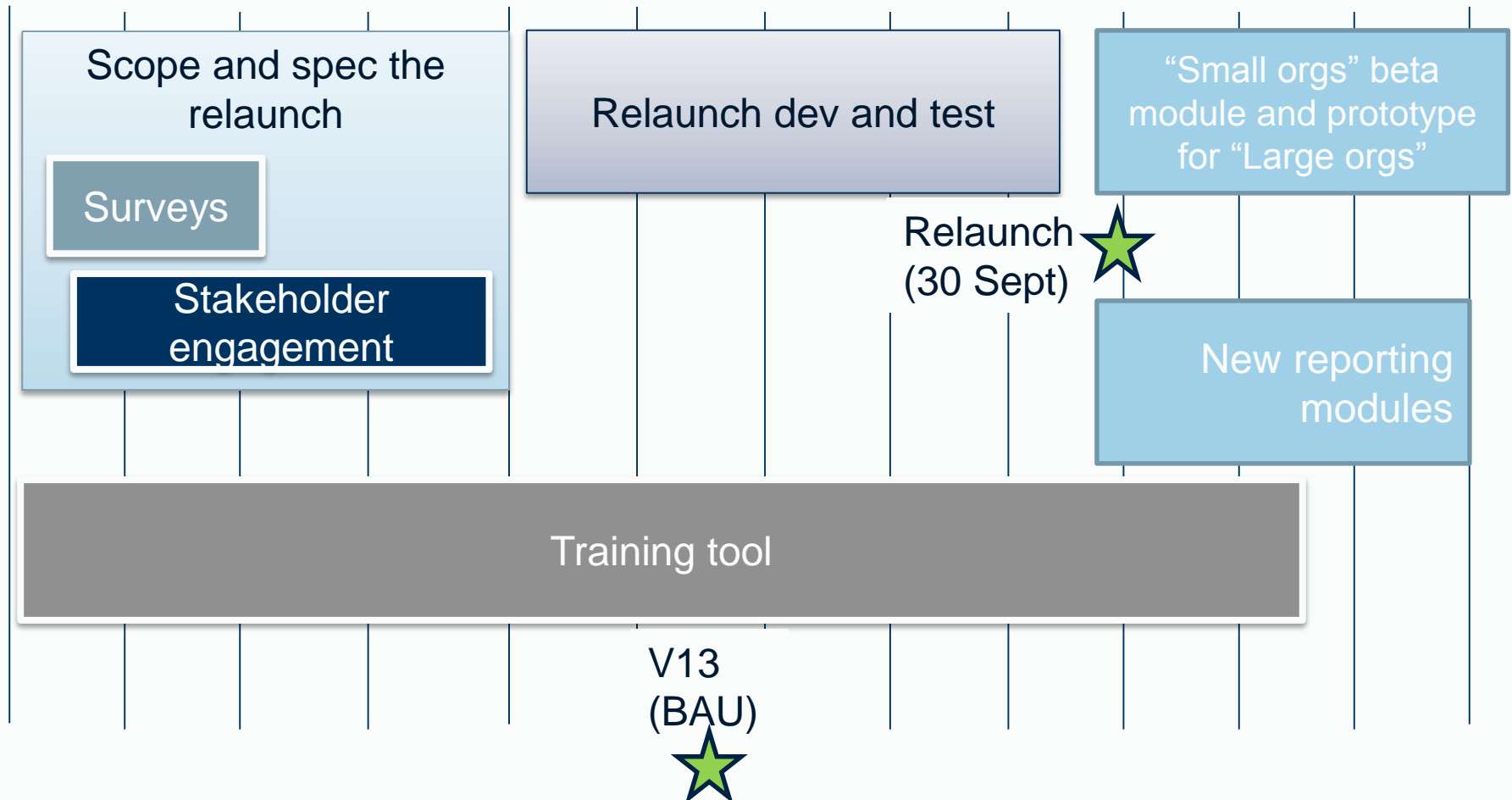
Challenges

- 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)

2015

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec



Key Issues we need your help with

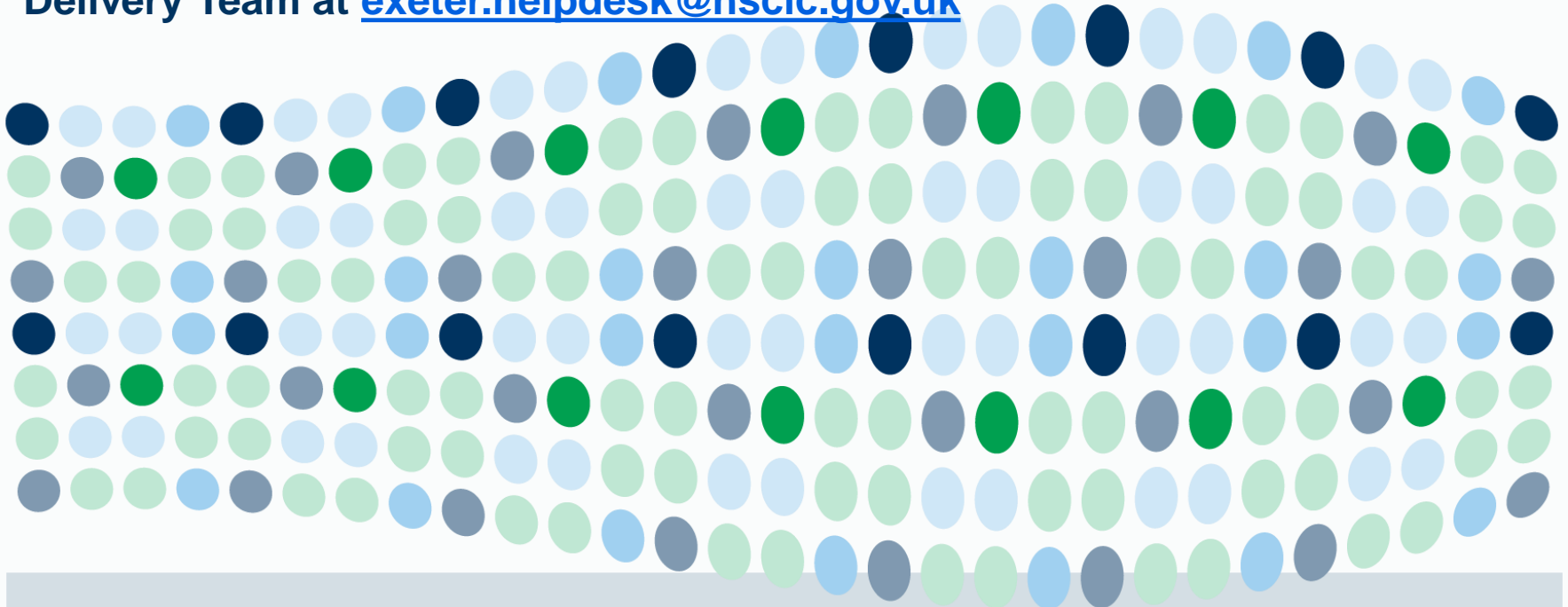
- How do we engage with your Sector?
 - Spread the word on the surveys
 - Best ways to communicate with your Sector, if you were writing our Comms plan what would it look like?
 - How do we measure success in your Sector?
-



Health & Social Care
Information Centre

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!