**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

**Yorkshire & Humber Area Strategic Information Governance Network (SIGN)**

**Microsoft Teams – 12 November 2020, 13:00 – 15:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SM | Doncaster and Bassetlaw Teaching Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Dianne Llewelyn | DL | Mid Yorkshire Hospitals |
| Erin Wood | EW | Health Education England |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Ernest Attah | EA | RDASH |
| Paul Ellis | PE | NE Lincs Council |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Lynne Trickett | LT | RDASH |
| Johnny Chagger | JC | Leeds Teaching Hospitals NHS Trust |
| Rachel Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| Karen Rowe | KRo | Leeds CCG |
| Caroline Million | CM | LOCALA Community Partnerships CIC |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Cheryl Rollinson | CR | Doncaster CCG |
| David Britton | DB | Spectrum Community Health |
| Adam Barker | AB | Care Plus Group |
| Rachael Fieldsend | RF | NHS North East Lincolnshire CCG |
| Jodie Holdeness | JHo | NHS Informatics Service |
| Caroline Britten | CB | RDASH |
| Melanie Hill | MH | NHS Informatics Service |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Stephen Rose | PW | Sheffield Teaching Hospital |
| Jenny Pope | JP | Airdale NHS Trust |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| John Wolstenholme | JW | SHSC |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Barry Jackson | BJ | N3i |
| Caroline Squires | CS | NHS Calderdale CCG |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Tracey O’Mullane | TOm | Humber Teaching NHS Foundation Trust |
| Lindsay Stuffins | LS | RDASH |
| Steve Creighton | SC | Leeds CCG |
| Claire McInnes | CMc | Rotherham CCG |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Joanne Robertshaw | JR | RDASH |
| Jovian Smalley | JSm | Sheffield Council |
| Alison Edwards | AE | Doncaster CCG |
| Michael Batters | MB | Sussex NHS Commissioners |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Suzanne Sugden | SS | Calderdale and Huddersfield NHS Trust |
| Louise Whitworth | LW | Leeds Council |
| Andrew Harvey | AH | Western Sussex Hospitals |
| Carol Mitchell | CMi | NHS England and NHS Improvement |
| Gareth Jones | GJ | Nottingham City Care Partnership |
| John Mitchell | JM | NHS NE Lincs CCG |
| Nikki Minnikin | NM | Doncaster Council |
| Janet Matthews | JMa | Bradford Teaching Hospitals NHS Foundation Trust |
| Joanne Sturdy | JS | Sheffield Teaching Hospitals |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 08 October 2020.  Accepted as a true record |  |
| 3. | **Matters arising**   * Please refer to the action log |  |
| 4. | **YHCR Update** JC reported that all organisations had received both the Data Protection Agreement and Information Sharing Agreement. Updated YHCR slides will be circulated around the group.  There are 2 initiatives one for Direct Care and one for Population Health Management, JC applied to the Confidentiality Advisory Group (CAG) for a section 251 as this may be needed for the Population Health Management initiative ensuring that everything is in place and ready. The CAG have approved this based on a number of caveats. JC agreed to send a copy of the letter to the group for information.  Leeds will manage the YHCR data opt out as CAG have stated that this needs to be a local opt out. Patients need to be informed about the process via privacy notices and communications. | SMe to circulate slides and copy of letter. |
| 5. | **Data Protection Regulations** |  |
|  | Various items were discussed throughout the meeting and recorded under other agenda items. |  |
| 6. | **Regional/National Events**  No updates |  |
| 7. | **IG Education/Personal Development Updates**  No updates |  |
| 8. | **EU/Brexit**  The NHSX frontline questionnaire - PW has submitted his spreadsheet twice and is still receiving reminders, other members of the Trust are also receiving reminders. JP is in the process of identifying flows. CB is working with Procurement on their contracts; with main consideration been given to critical clinical data flows and medical devices if something is identified then a letter is sent out, this was amended from the NHSX processing letter template. DS reported that there are some useful templates on the ICO site for controller to control and controller to processor and also asked what we do for ad hoc transfers; TOm reported that this would be covered under Article 49. Information Governance teams will manage the responses. | CB to share amended letter template with the group.  SMe to send out the link from the ICO site. |
| 9. | **Data Security and Protection Toolkit**  There is still no further update when the DSPT 20/21 will be released.  Organisations are querying the training element of the toolkit as their percentages have dropped due to the pandemic with many organisations postponing mandatory training. The DSPT states to provide the highest percentage for the financial year so the 19/20 figure could be used? **Post meeting update: 20/21 DSPT to be released 30/11/20** | SMe to raise with John Hodson |
| 10. | **Confidentiality, Data Protection and Freedom of Information**   * **NIMS and NIVS** – During the NHSX fortnightly call it was reported that the DPIA had been sent to the ICO and are awaiting feedback, the DPIA was discussed at the group.   Using the COPI notice for the flu vaccination programme was queried by the group as until you have the vaccination you are not a patient.  **Post meeting update:** Following the NHSX webinar the attendees were informed that the COPI notice would be used as the legal basis. RU reported his Trust are recording flu data on ‘FLUMIS’ and asked what systems other organisations are using. Organisations are using data from ESR and then adding the NHS numbers when this data is in the NIVS.  CB has been trying to contact NIMS and NIVS directly but isn’t getting an answer or a reply to emails. KR asked when data is supposed to be sent as there has been conflicting dates; concerns have also been raised at the National group on the lack of information from NHSX as this is needed imminently including central guidance for staff communications. | SMe to circulate the slides from the NHSX Webinar.  SMe to contact NHSX and ask for further guidance and will raise any further concerns through the National group. |
| 11. | **Data and IT/Information Security** |  |
|  | * **365** – CB is working with her IT team to understand the differences between a shared tenancy and straight tenant, and what apps are going to be used, she reported things were turned off prior to mail migration but then this impacted on other elements. PW has had a conversation with Colin Parks regarding constant changes to the DPIA for 365 and DS reported that conversations were happening on the Cyber Associates Network (CAN). There are a lot of really good tools on 365 which staff will need to learn how to use the packages correctly; SMe reported that her Trust is looking at recruiting a Project Lead and Trainer to support the rollout of 365. | CB to share any findings with the group.  NG to set up a Sub Group Meeting to discuss 365 |
| 12. | **Any Other Business** |  |
|  | * **Access to SystmOne from Custody Suites across the patch**   When someone is taken into the suite they need to be added to the Whitelist to ensure that their records can be accessed. The Whitelist (GP) is controlled locally for the whole area. SMe asked that organisations are mindful that access could be required/ requested from Custody Suites.   * **IAO identification, engagement, responsibilities, education and training**   RU asked if the group has a role description for an Information Asset Owner. KRo agreed to share her organisations Information Asset Owners handbook.   * **Information Sharing Gateway**   The group agreed that this is something they could look at again in the New Year.   * **Virtual Smartcards**   DS reported that his Trust had been using virtual smartcards for clinical apps for some time; however this is only possible with a smartphone. BJ reported that NHSD are currently offering virtual smartcards for free although they will charge from next year. MM reported that the charge is £70 per user.   * **RA Authority**   CB asked how organisations manage the process for approving external access, would this be via the Caldicott Guardian giving ultimate approval as the process is due to be reviewed in RDASH. TM reported that at her Trust both the Caldicott Guardian and IG would sign them off and then they would go to RA for processing. TM/RA Manager are continuously auditing access applied to smartcards. It was agreed that a network meeting should be set up with key people.   * **Windows 7**   BJ reported that the Microsoft support for Windows 7 ended in January 2020 and asked if organisations had managed to hit the deadline and update out of date machines. | BJ to send Whitelist contact.  KRo to circulate IAO Handbook  NG to set up an RA meeting. |
| 13. | **Date/Time of Next Meeting:**  Thursday 10 December 2020, 1.00 pm – 2.30 pm Via Microsoft Teams  Update from John Hodson on DSPT 20/21 | Meting invite already sent out |