**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 14 October 2021 14:00 – 15:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SM | Northern Lincolnshire and Goole Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Phillipa Thornley | PT | North Lincolnshire Council |
| Ian Shimells | IS | N3i |
| Marc Wilson | MW | Focus |
| Rachael Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Caroline Million | CM | CM Associates |
| Andy Thompson | AT | York Teaching Hospitals NHS Foundation Trust |
| Paul Ellis | PE | NE Lincs Council |
| Alyce Hunt | AH | Leeds CCG |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Ellen Dook | ED | RDASH |
| Lesley McNeill | LM | NHS Rotherham CCG |
| Lynne Trickett | LT | RDASH |
| Stephen Robson | SRo | Humber Teaching NHS Foundation Trust |
| Barry Jackson | BJ | N3i |
| Helen Jones | HJ | Yorkshire Ambulance Service |
| Alison Edwards | AE | Doncaster CCG |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| David Britton | DB | Spectrum Community Health |
| Stephen Rose | SR | CHFT |
| Andrea Brown | ABr | Sheffield City Council |
| Michael Maginnis | MMa | Sheffield Teaching Hospitals |
| Claire McInnes | CMc | Rotherham CCG |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Mike Cosgrove | MC | City Heath Care Partnership CIC |
| June Emptage | JE | Optum Health Solutions |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Kathryn Wise | KW | Calderdale and Huddersfield NHS Trust |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Sarah Briggs | SB | Bradford District Care NHS Foundation Trust |
| Ann Johnson | AJ | East Riding of Yorkshire CCG |
| Pauline Ward | PWa | Lincolnshire Partnership NHS Foundation Trust |
| Steven Mills | SMi | RDASH |
| Caroline Britton (Joined 2.49 pm) | CB | RDASH |

**Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Simon Marsh | SM | Yorkshire Ambulance Service |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Alastair Pickering | AP | Hull University Teaching Hospital |
| Amy Cooper | ACo | Sheffield Children's Hospital |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Paul White | PWh | Barnsley Hospital NHS Foundation Trust |
| Joanne Sturdy | JS | Sheffield Teaching Hospitals |
| Dianne Llewelyn | DL | Mid Yorkshire Hospitals |
| Kay Hill | KH | Harrogate and District Hospital |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 09 September 2021  Accepted as a true record. |  |
| 3. | **Matters arising –** Please refer to the action log |  |
| 4. | **Data Protection Regulations** |  |
|  | **Ring Doorbell –** Discussions took place around ring doorbell which has currently been reported in the press, the Data Protection Act 2018 was mentioned, and the group felt that this was outside the DPA scope as it’s for personal use although there was no reference for the use of domestic purposes. Allegations have been made that the neighbours didn’t get on and as the ring doorbell had surveillance on the neighbours’ property this could be classed as harassment. The amount of compensation has not formally been disclosed. <https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>  **Clinical System Testing** – KR has been asked to share information to support clinical systems testing in another organisation, these are live patients and not test patients. The group felt that live patients in a test environment was a no go and asked if a confidentiality clause had been signed. The Yorkshire and Humber Care Record (YHCR) is making sure that information comes through correctly.  **Shuttle Bus –** SMe has had a request that the Trust shuttle bus booking system records vaccine status. The group agreed that this was not a legitimate use of the data and this should not be recorded within the system. | KR to go back to the company to discuss further.  SMe to check what on boarding stage  NLAG are at. |
| 5. | **Regional/National Events**  SMe reported the National Health and Care SIGN Awards are coming up with a nomination for IG Team of the year, Special recognition for supporting the Covid 19 effort with Information Governance and Information Governance Professional of the year. LB reported that Peter Wilson has also been nominated. |  |
| 6. | **IG Education/Personal Development Updates**   * JH reported that she had found the Data Protection People on Spotify this is run weekly on a Friday afternoon, and had recently listened to a session around Safeguarding. * MMa mentioned the Capsticks Webinar on Data Protection reform proposals which a number of members from the group had also attended. SMe asked for any comments to be forwarded to her so that a joint response could be collated on the documentation, this would also be discussed at the National SIGN * BJ sent a link to some free training <https://www.leadershipthroughdata.co.uk/webinars-virtual-training-courses/> | Any comments on the Data Protection reform proposals to SMe. |
| 7. | **Data Security and Protection Toolkit**  No update - discussions took place at the DSPT SIGN Group on 18 October 2021. |  |
| 8. | **Confidentiality, Data Protection and Freedom of Information**   * **Recording of Covid Vaccinations –** MMa reported that the information ‘are you happy to share’ is built into systems and the ICO guidance is a very useful tool to follow on the topic.   MW reported that his organisation have asked for certificate status from those   staff who need to go into care homes for their job, and will be temporarily   storing this initially by HR, although now have to figure out what to do with   social workers who choose not to be vaccinated where their job requires this.   There are lots of areas to consider around employment law and contracts etc.   * **CPIP Guidance – why we don’t need a DSA,** attached is the guidance which has been developed by a consultant at Coordinated Risk Solutions (CRS) SMe reported that the data is held by Dundee University and they are the data controller, which means they can do what they want with the data which has raised concerns. PWa reported that she was also having similar issues.   JH reported that her organisation has been using CPIP and was sent through a DPIA a few months ago, RS has also received a DPIA.  **Post meeting note**: Documents received.   * **Patient Knows Best (PKB) –** SMe reported that PKB have changed from a data processor to a joint data controller and asked if anyone was using them and what their thoughts are about the joint controller model. SMe reported that PKB had developed additional documentation as to why they are now a joint data controller. | JH to send SMe copy of DPIA.  SMe to circulate additional PKB documentation. |
| 9. | **Data and IT/Information Security** |  |
|  | * **E Signatures –** SMe asked if organisations have any guidance around this, BJ reported that radar had been rolled out as an e-signature which worked really well, all documentation is sent to an email account which can be audited. Docusign is now used <https://www.docusign.co.uk/>   SB reported that her Data Sharing Agreements (DSA) are approved and then the service pastes a signature onto them. CB reported that this would depend on how something was worded and would depend on the level of detail and what correspondence you are agreeing to.   * **O365 use of MS Forms –** SMe reported that this had been raised locally at a project meeting as the forms collate PID. MS Forms data is currently held outside the UK but within the EU and is covered by the UKGDPR.   MW reported that MS Forms has been turned off in his organisation, client forms have also been banned, with staff now inputting directly into Systmone.  BJ reported that there are hundreds of apps within O365, which we use all the time and it’s a case of just setting boundaries for staff rather than getting approval to use each app.  MMa reported that if the forms were collecting PID then discussions would take place and apply the principles; this would be the basis for any forms.  PE reported that if a creator of a form leaves the organisation then the form would get deleted, this could possibly be an issue with other apps, if ownership cannot be changed. | SMe to put some guidance together and share with the group for further discussion.  CB to forward some draft guidance on using MS Forms.  SMe to feedback to her local project group. |
| 10. | **Any Other Business** |  |
|  | * **Government consultation on data reform –** As discussed in agenda item 6, the proposal is for the Data Protection Officer (DPO) role will move towards a Privacy Manager role. CB asked what the timeframe is around this. * **Smartcards –** BJ reported that the Gem Series 4 (Gemplus) smartcards will be unsupported at the end of 2021.   TM queried contractors not wanting other organisations knowing where else they are working and omitting the information from RA02 forms, however members of the group reported that RA Managers/Agents can view a member of staff smartcard profile so will know where else they are working with their smartcard. |  |
| 11. | **Date/Time of Next Meeting:**  Thursday 11 November 2021, 2.00 pm – 3.30 pm Via Microsoft Teams | Meeting invite already sent out. |