

## Information Governance Toolkit - Glossary of Terms

Term	Acronym	Definition
Administrative Law		The branch of law that governs public bodies (including NHS bodies) in the exercise of their functions.
Business Continuity Management	BCM	Re Business Continuity: Holistic management process that identifies potential threats to an organization and the impacts to business operations that those threats, if realized, might cause, and which provides a framework for building organizational resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities.
Business Continuity Management Lifecycle		Re Business Continuity: Series of business continuity activities which collectively cover all aspects and phases of the business continuity management programme
Business Continuity Management Programme		Re Business Continuity: Ongoing management and governance process supported by top management and appropriately resourced to ensure that the necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and plans, and ensure continuity of products and services through training, exercising, maintenance and review.
Business Continuity Plan	BCP	Re Business Continuity: Documented collection of procedures and information that is developed, compiled and maintained in readiness for use in an incident to enable an organisation to continue to deliver its critical activities at an acceptable defined level.
Business Continuity Strategy		Re Business Continuity: Approach by an organisation that will ensure its recovery and continuity in the face of disaster or other major incident or business disruption
Business Impact Analysis	BIA	Re Business Continuity: Process of analysing business functions and the effect that a business disruption might have upon them
Caldicott Guardian	CG	A senior person responsible for protecting the confidentiality of patient and service user information and enabling appropriate information sharing. Caldicott Guardians were mandated for NHS organisations by Health Service Circular HSC

		1999/012 and later for social care by Local Authority Circular LAC 2002/2. General practices are required by regulations to have a confidentiality lead, although some may have a Caldicott Guardian or lead
Caldicott Report		The Report on the Review of Patient-Identifiable Information 1997 by the committee chaired by Dame Fiona Caldicott. The Caldicott Report made a number of recommendations for regulating the use and transfer of patient-identifiable information including the introduction of "Guardians" in each NHS organisation.
Care Pathway		Care pathways are descriptions of the care processes, often in flowchart form, which direct the care of a specific condition from initial access to final outcome. An integrated care pathway provides a multidisciplinary template of the plan of care, leading each patient towards a desired objective.
Care Quality Commission		The safety and quality regulator (or watchdog) of the healthcare and adult social care services from April 2009.
Care Record Guarantee	CRG	The NHS Care Record Guarantee for England sets out the rules that govern how patient information is used in the NHS and what control the patient can have over this. The Social Care Record Guarantee explains to service users how the information they provide to social care staff is used and what control they can have over this. It complements the NHS Care Record Guarantee for England.
Care Records		relevant information for a social care user in one place
Care Services		Delivery of health and social care needs and treatment to service users by or on behalf of health and social care organisations. Care services encompasses the use of personal information to provide:
Clinical Policies		These are policies that are directly related to the delivery of care.
Code of Conduct		A set of rules to guide behaviour and decisions in a specified situation
Common Law		The law derived from decisions of the courts, rather than Acts of Parliament or other legislation.
Consequence		Re Business Continuity: Outcome of an incident that will have an impact on an organisation's objectives
Corporate Policies		These are policies that are shared by or are for all employees in the organisation.

Critical Activities		Re Business Continuity: Those activities which have to be performed in order to deliver the key products and services which enable an organization to meet its most important and time-sensitive objectives.
Data Protection Act 1998		An Act for the regulation of the processing of information relating to living individuals, including the obtaining, holding, use or disclosure of such information
Departmental Policies		These are policies that are applicable to local Departments only (not to the whole organisation) and are for agreement at local level.
Director (or equivalent)		A member of the managing board of a business.
Disruption		Re Business Continuity: Event, whether anticipated (e.g. a labour strike or hurricane) or unanticipated (e.g. a blackout or earthquake), which causes an unplanned, negative deviation from the expected delivery of products or services according to the organization's objectives.
Electronic Social		
Foundation Trust	FT	
IG Security Accreditation Documentation		The records kept of all security controls applied to a particular information asset including assessments and reviews of those controls.
Information Asset		Includes operating systems, infrastructure, business applications, off-the-shelf products, services, and user-developed applications
Information Asset Owner	IAO	Information Asset Owners are directly accountable to the SIRO and must provide assurance that information risk is being managed effectively in respect of the information assets that they 'own'. In this regard, IAOs may be assigned ownership of several assets of their organisation that may include components reused in other IAO assets of other IAO eg hardware and software.
Information Assets		Includes operating systems, infrastructure, business applications, off-the-shelf products, services, and user-developed applications
Mental Capacity Act 2005		An Act to make new provision relating to persons who lack capacity; to establish a superior court of record called the Court of Protection in the Supreme Court
National Information	NIGB	Provides leadership and promotes consistent standards for information governance across health

Governance Board for Health and Social Care	and social care. It arbitrates on the interpretation and application of information governance policy and gives advice on matters at national level. The NIGB has taken over some of the responsibilities of the Care Record Development Board, which has now closed. It will continue to publish and review the NHS Care Record Guarantee.
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