

**Minutes**  
**Strategic Information Governance Network (SIGNs) Chairs Meeting**  
**Location VC Leeds (Vantage House Board Room –ISDN: 01392441664) London**  
**(Finlaison House VC Room 17)**  
**Date 27 June 2016 Time 11-2 pm**

Leeds

Phil Walker Chair IGA  
 Yvonne Salkeld Lancs and Cumbria SIGN  
 Ralph McNally Leeds City Council  
 Paul Gardner East Midlands SIGN  
 Bridget Frances West Midlands SIGN  
 Joanne Robertshaw Yorks and Humber SIGN  
 Nicky Huntley North East SIGN  
 Wendy Craig Newcastle University  
 Jenny Spiers Greater Manchester SIGN

London

Ranisha Dhamu Local Government Association  
 Stephen Moore Ambulance IG Group  
 Stephen Elgar IGA  
 Hedi Doubtfire Wessex Acute Trust IG forum  
 Shane Dark IGA  
 Barry Moulton East of England SIGN  
 Andrew Harvey Sussex-wide IG Group  
 Jamie Sheldrake Kent and Medway SIGN  
 Penny Taylor South West SIGN  
 Mik Horswell Thames Valley IG Group  
 Jo Andrews London IG Forum

	Presented by	Paper	Time
1. Introduction and Chair's Welcome	Phil Walker (DH/IG Alliance)		11.00
Phil Walker welcomed the group to the meeting of the Chairs' of the Strategic Information Governance Network.			
2. Apologies			11.05
Apologies were received from Carol Mitchel, Dawn Monaghan, Jonathan McKee, Cora Suckley			
3. Minutes of the Last Meeting	Phil Walker (DH/IG Alliance)	Yes	11.10
There was an updated comment from Manchester SIGN which needed to be incorporated into the minutes of the April meeting.			
4. Actions arising from last meeting	Phil Walker (DH/IG Alliance)	Yes	11.20

A summary of the actions of this meeting can be found at the end of these minutes. For completeness a

5. SIGN Chairs update

Round Table

11.40

### **SIGN Chairs update**

Wendy Craig (Newcastle University)- NHS Academic / University and Research Forum:

- Extensions to NHS Digital contracts are in progress and data retention was flagged as an issue
- New costs for HSCIC DARS team for data services – will impact
- DARS team attended an event in Newcastle
- Type 2 objections – what are this implications for this for data flows from NHS Digital e.g. clinical trials and ongoing research & hopefully consent will override Type 2 objections collected by NHS Digital
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Nicky Huntley – North East SIGN

- Local group now formal meeting in September and there had been some development of the group.

Joanne Robertshaw - Yorks & Humberside SIGN

- Beechcroft gave a presentation on the General Data Protection Regulation (GDPR)
- They are looking at the IGA to provide guidance and they assumed that this will be applied as UK still will be doing business with EU
- Data Protection Officer (DPO) interpretation was needed

Bridget Frances - West Midlands SIGN

- Data Protection People presentation on GDPR
- The group was concern at how to implement the “right to be forgotten”
- The NHS would no longer be allowed to charge for subject access to records
- Independent Enquiry in to Historic Child Sex Abuse (formerly Goddard enquiry) – advice sought on how to manage this from a record retention perspective

Paul Gardner - East Midlands SIGN

- The data protection officer role in the GDPR and what level of training they would need was discussed
- Sharing for direct care – what Information Sharing Agreement is needed (ICO advice that one is required)
- NHSmail2 – is there a national PIA being developed?

**1 Action Stephen Elgar to provide an update on the National Privacy Impact Assessment for NHS mail2 in the Newsletter**

Jenny Spiers – Greater Manchester SIGN

- Northumbria University had reduced course fees for data protection module
- New consent process with Greater Manchester Police (re: - victims sexual abuse, historic sexual abuse) When are sharing agreements needed?
- Procurement – if a service is lost from a Provider then IG resource is becoming heavy eg the records generated by the service need to be managed/transferred.
- NHS Connect – has procured Lancs & Cumbria Information Sharing Framework

- Those organisations what do not use NHS mail felt they were being penalised for taking the service.

Ralph McNally Leeds City Council/ Health and Care Network (HCN)

- HSCN connection agreement – consultation now live
- Leeds Teaching Hospitals NHS Trust is planned as pilot for switching on HSCN connection
- HSCN team have not yet confirmed technical requirements
- In the meantime MG is now working within HSCN team
- Procurement of N3 gateway is imminent – intention is understand how this can fit with HSCN

## **2 Action –RM send link to the HSCN agreement to SIGN**

Yvonne Salkeld - Lancs & Cumbria SIGN

- Digital Roadmap are being prepared within a common IG framework (re: Information Sharing Framework)
- The GDPR and cyber security were common topics discussed

Ranisha Dhamu – Local Government Authority

- Prompt for Local Authority participation in CCG Digital roadmaps
- ICO had audited adoption agencies and had found insecure transfer was an issue

Jo Andrews- London IG Group

- NHS Digital e-discharge presentation which would allow less use of fax machines
- NHSmail standard allowed more information to be transferred securely as well
- Skype for Out-Patients appointments (benefits & risks & issues) discussed
- IGA Anonymisation Guidance
- FOI group discussed asset registers and security issues

Stephen Moore - National Ambulance IG group

- Little to report as July meeting cancelled
- Work with ICO awareness programme (work has not yet started as ICO is too busy)
- Concern on IGT v15 for 2017/2018 – amount of change expected, please can timetable of changes come out as soon as possible

## **3 Action MG to report on V15 timetable to next meeting**

Heidi Doubtfire - Wessex Acute Trust IG forum

- PHIN data – inconsistency of advice and guidance, reliance on consent
- SIRI grading consistency of reporting is difficult
- Decommissioning of service – IG implications of data and record
- “Single view” – Integrated Digital Care Record on basis of consent with a single gateway
- “Single view” – working with voluntary organisations, concern at low levels of preparation, would it be possible to opt out of
- GDPR can UK Government opt out of fines for the public sector?
- List of Statutory Gateways for sharing without consent and standard polices were discussed

Barry Moulton - East of England SIGN

- 63 people attended the last meeting
- ICO presentation on GDPR and SAR very well received

- Some sharing agreements imply PID access
- HRA – no answer yet on streamline process
- “WhatsApp” – Drs are starting to use this as it is said to be “encrypted end to end” (images are retained)
- Internal Auditors – they need to do an IGT to appreciate how it works
- Digital roadmaps
- PHIN – NHS England are currently working on a response to concerns
- Skype – local check list available

Andrew Harvey - Sussex-wide IG group

- 24 people from 8 different types of organisations met in May
- ICO presentation on GDPR very well received (discussion incl.: - SAR, learning from data loss incidents)
- Privacy Notices and implications of genetics and biometrics
- Concern on implications of Anonymisation Guidance
- Sussex wide information sharing agreement was being revised to seek consistency / parity of approach
- SIRI scoring
- Records management Code of Practice and the Confidentiality Code were discussed
- Caldicott 3
- East Sussex “Better Together” Local Authority – looking for place to sign of IG decisions
- Concern on absence of statement on Goddard guidance
- Looking to involve other types of organisations such as GPs

#### **4 Action Point – SE IGA statement where can local issues be “signed off”**

Jamie Sheldrake - Kent & Medway SIGN

- Meetings cancelled as day of referendum vote - GDPR, NDG report, Cybersecurity are an issue

Penny Taylor – South West SIGN

- 25 people
- Mergers and acquisitions in progress & can be difficult
- CG network launch (mostly IG leads) no access to a list of guardians
- PHIN – concern on many issues (e.g. IGT not done, ISO9001 but no clarity on scope, use of NHS number).
- IG Training Tool decommission mid year
- New standards for accessibility
- Excel spreadsheets to track outcome (advocated by NHS Improvement Department) created a data breach risk for organisations as it was being shared via email.
- Suppliers are pushing to use of live data in pilot tests (e.g. TPP – “no other organisations complains about use of live data”)

Mik Horswell - Thames Valley / Cross-county 7 CCGs and 6 unitary Local Authorities

- Single topic at present but are considering becoming a SIGN group
- Same issues as raised elsewhere
- Concerns to gain clarity on retention of shared records

#### **5 Action SD to consider Thames Valley as a SIGN**

Phil walker advised SIGNs to copy the IGA mailbox in on any IG matters going to NHS England or Department of Health [IGA@nhs.net](mailto:IGA@nhs.net)

GDPR guidance would be forthcoming which would be linked to ICO work.

The National Information Board now had an interoperability board which would look at direct care sharing nationally. Four new strands;

- 1 Information sharing agreement
- 2 Fair processing
- 3 System requirements/preferences
- 4 National support for local arrangements

IGA was looking to secure NIB funding to progress the guidance needed for NIB.

Although the PHIN had a lawful basis at the root basis to provide the information the collection management of the data may need further scrutiny.

Discussions with the HRA clearly show they are trying to do the right think but may need more work.

Audits may be enhanced in the Data Security review. There is currently an onus is on CCGs to check that organisations they commission from have an IG toolkit.

- 6 Action IGA to talk to NHS England about Competition Marketing Authority request.**
- 7 Action PW to explore how best to encourage appropriate sharing of child protection reports with GPs and the need to mark as private/seal the record using GP system controls**

Break 12.30

6. Information Governance Alliance (IGA) IGA Workplan IGA networks	Stephen Elgar (IG Alliance)		12.45
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Stephen Elgar gave an update;

- the workplan and the communications strategy were near completion
- the expert reference groups had been a success
- the Records Management Code still had a few outstanding issues and would need to be reviewed in the light of any changes in the coming year.
- The anonymisation code is in development
- IGA webinars had been well received.
- A webinar on ambulance service issues was planned

Shane Dark reported;

- work was underway to identify network coverage by sector and geographically.
- The IGA also want to meet every group to talk through social care inclusion and information sharing issues.

**8 Action All please contact IGA to request specific webinars on topics covered by the IGA.**

<p>7. Information Governance Assurance Framework (IGAF) - Health and Social Care Information Centre</p> <p>IGAF2 Alpha to beta product update IG Toolkit Development IG Training tools update National Data Guardian report</p>	<p>Marie Greenfield (HSCIC Head of External IG Delivery)</p>		<p>1.15</p>
<p>Phil Walker gave an update;</p> <ul style="list-style-type: none"> <li>• IG toolkit cannot be finalised until NDG report is out and consultation finalised which may not be until the end of 2016</li> <li>• There is pressure to keep IG in the broader context rather than focus exclusively on the new standard outlined in the NDG report.</li> <li>• IG training is being rewritten to focus on practical issues rather than theory</li> <li>• NDG report recommends IG training for all staff in the care sector</li> <li>• The information mapping tool is still in scope</li> <li>• There is a cyber training in development but the relationship to IG training is still being worked out</li> <li>• In house training or other providers of training will need to refresh their courses once the new material is published</li> <li>• Those with access to health data</li> </ul>			
<p>8. NHS England</p>	<p>Dawn Monaghan (NHS England)</p>		<p>1.30</p>
<p>No update</p>			
<p>9. Any Other Business SIRI grading (Barry Moulton, Andrew Harvey)</p>	<p>Phil Walker (DH/IG Alliance)</p>		<p>1.40</p>
<p>SIRI Grading was discussed and an alternative grading method proposed. The current grading was approved by the ICO and as such could not be changed without negotiation. Phil Walker agreed that any clarification of definitions and guidance was possible but the scores and categories could not easily be changed. Consistency of grading was important.</p> <p>Some of the factors may not be applicable to non NHS organisations and assessing damage and distress was difficult.</p> <p>The introduction of GDPR will mean a review in 2018 as reporting will have an increased importance.</p> <p>Heidi Doubtfire explained they were concerned that insurance companies were asking for information to be emailed to them through insecure means. Organisations must ensure that only secure means of transfer are used when communicating patient information.</p>			
<p>10. Dates of the next meetings 26 September 2016</p>			<p>1.55</p>

Actions arising

Outstanding Actions from previous meetings

Action	Closure
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Action ALL contact IGA about any news stories wanted or potential articles for future newsletters	Ongoing
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14 April

Action	Closure
1 Action All Consider SIRI grading and bring any issues to future meetings or report to the IGA secretariat.	Agenda item
2 Action JM to send Health apps link for RB to circulate	Closed - circulated
3 Action All send in any IGTT handling questions from their respective SIGNs.	Ongoing. Some received via Exeter helpdesk
4 Action SD send out GDPR health sector guidance	Completed - circulated
5 Action SE/PW to check the status of questions	Completed- IGA have looked at the outstanding questions
6 Action JS to check ASH status position	Completed – ASH status now confirmed and published

Actions June 27

Action	Closure
1 Action Stephen Elgar to provide an update on the National Privacy Impact Assessment via the Newsletter	Expected January
2 Action –RM send link to the HSCN agreement to SIGN	Completed
3 Action MG to report on V15 timetable to next meeting	On September agenda
4 Action Point – SE IGA statement where can local issues be “signed off”	Completed IGA provide a helpdesk service. Some major issues need a commission
5 Action SD to consider Thames Valley as a SIGN	Completed
6 Action IGA to talk to NHS England about Competition Marketing Authority request.	Ongoing
7 Action PW to explore how best to encourage appropriate sharing of child protection reports with GPs and the need to mark as private/seal the record using GP system controls	Ongoing
8 Action All please contact IGA to request specific webinars on topics covered by the IGA.	Ongoing

