

# **Information Governance Toolkit**

## **Version 14**

### **Change Release Note**

**Issued 31st May 2016**

**By External Information Governance Delivery Team**

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## 1 Overview of Changes

This release note covers changes from version 13 to 14 of the Information Governance Toolkit.

### 1.1 Summary of Changes to Functionality for IGT V14 Release

- There are no functionality Changes

### 1.2 Summary of Changes to Requirements for IGT V14 Release

- Various essential updates made to the content where needed, such as removal of outdated references to deprecated standards, guidance, knowledge base, publications etc. and in response to issues raised by IGT users.
- Updated requirements for Local Authorities following the new PSN connectivity compliance process coming into effect March 2015.

**Further details on changes featuring in v.14 are noted within the Change Control Notice document referenced below.**

## 2 Change Control Notice

Further detail of the version 13 to 14 changes can be found in the ['IGT Version 13 to 14 Change Control Notice \(CCN\)'](#) document under columns labelled 'Guidance changes' and 'Knowledgebase Changes'.



IGT V13 to V14 CCN  
final.xls

### 3 Summary of IGT V14 Requirement Sets

The table below summarises the number of requirements in each organisation view. Detail within the 'IGT V13 to 14 Change Control Notice' document also maps which requirements are relevant to which organisation types. See the Organisation Types guidance for further detail on the definition of the types available on the Help page - [Organisation Types](#)

No. of Requirements	Acute Trust	Ambulance Trust	Any Qualified Provider: Clinical Services	Any Qualified Provider: Non-Clinical Services	Commercial Third Party	Commissioning Support Unit	Community Health Providers	Clinical Commissioning Groups	Community Pharmacy / Dispensing Appliance	Dental Practice	Eye Care Service	Area Teams /Regions/Hosted Bodies	Data Service for Commissioners
Version 13	45	35	34	19	17	41	39	28	16	16	16	36	36
Version 14	45	35	34	19	17	41	39	28	16	16	16	Archived	36
Abbreviation used on supporting spreadsheet	ACUTE	AMT	AQP: CLIN	AQP: NONCLIN	CTP	CSU	CHP	CCG	DAC	DEN	EYECARE	AT/R/HB	DSC
No. of Requirements	General Practice	Mental Health Trust	NHS Business Partner	NHS Business Services Authority	Prison Health	Secondary Use Organisation	Voluntary Sector Organisations	Health and Social Care Information Centre	NHS England	Public Health England	Local Authority		
Version 13	13	45	29	34	18	30	19	36	36	41	28		
Version 14	13	45	29	34	18	30	19	36	36	41	28		
Abbreviation used on supporting spreadsheet	GP	MHT	NHSBP	NHSBSA	PH	SUO	VOLUNTARY	HSCIC	NHSE	PHE	L.A.		

## 4 Publication of IG Toolkit Assessment Deadlines

The deadlines for IG Toolkit publication remain unchanged:

- **ALL** NHS organisations (including Foundation Trusts, CCGs, CSUs, general practices, dental practices, NHS eyecare services and community pharmacies/DACs), and the National Bodies listed below must publish their version 14 IG Toolkit assessment by **31 March 2017**.
- All other organisation types should publish no later than 31 March 2017 or by the date their annual review is due if the assessment is in support of an NHS Standard Contract /Agreement or section 251 application renewal.

Certain healthcare Commissioners and Providers are additionally subject to 3-stage reporting, as displayed below. This includes the following organisation views on IG Toolkit V14:

- Acute Trust
- Ambulance Trust
- Mental Health Trust
- Commissioning Support Unit
- Community Health Provider
- NHS England
- Public Health England
- Health and Social Care Information Centre

<b>Baseline</b>	31 <sup>st</sup> July 2016
<b>Performance Update</b>	31 <sup>st</sup> October 2016
<b>Final</b>	31 <sup>st</sup> March 2017

## 5 Implementation Guidance

### 5.1 IG Toolkit User Guides

The link below allows new users to access a number of supporting guidance documents which can be found on the Help page at <https://www.igt.hscic.gov.uk/help.aspx>. These include how to complete the online IG Toolkit assessment, how to produce an improvement plan, how to register, how to contact the helpdesk for advice etc.

When logged into the Toolkit the 'Resources' menu provides downloadable versions of the requirements which can be printed out or exported into a spreadsheet format to assist local implementation and planning. A knowledge base directory and glossary is also available from this area and may be helpful when producing evidence to support IG compliance.

### 5.2 Requirement Guidance

Each requirement contains a general guidance section and attainment level criteria, both of which are useful for understanding and clarifying what the organisation should have in place, how to comply or approach conformance with standards and considerations for local implementation. <https://www.igt.hscic.gov.uk/requirementsorganisation.aspx>

### 5.3 Helpdesk

A Helpdesk Service is available to users requiring additional assistance after referring to the guidance already made available. The Helpdesk can advise on administrative, technical, functional issues and with interpretation of guidance. The Helpdesk can be contacted via: <https://www.igt.hscic.gov.uk/ContactUs.aspx>