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Information Governance Toolkit Version 14.1 Release Note

Contents

1. Purpose of Document	3
2. Summary	3
2.1. Summary of IGT V14.1 requirement sets	3
2.2. Control notice	4
3. Publication Deadlines	5
4. Implementation Guidance	6
4.1. Unpublished earlier assessments	6
4.2. IG Toolkit user guides	6
4.3. Requirement guidance	6
4.4. Helpdesk	6

1. Purpose of Document

This Release Note introduces version 14.1 of the Information Governance Toolkit. This is an interim solution pending the introduction of a redesigned product - as recommended in the National Data Guardian's Review of Data Security, Consent and Opt-outs, and based around assuring local implementation of the ten data security standards set out in that review.

The redesigned IG Toolkit is in phased development and will include a new set of mandatory requirements to support the evolving system and threats. It will be more accessible and easier to use, while also providing a greater emphasis on data security leadership obligations – people, processes and technology.

A beta version of the redesigned toolkit is due for launch in the autumn ahead of a formal roll out across all sectors in April 2018.

2. Summary

In line with recent communications, this Release Note confirms that there are **no functionality or content changes** from version 14 to version 14.1 of the IG Toolkit.

2.1. Summary of IGT V14.1 requirement sets

The table below provides the number of requirements in each organisation view.

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 Contractors	Dental Practice	Eye Care Service	Data Service for Commissioners
Version 14	45	35	34	19	17	41	39	28	16	16	16	36
Version 14.1	45	35	34	19	17	41	39	28	16	16	16	36
Abbreviation used on supporting spreadsheet	ACUTE	AMT	AQP: CLIN	AQP: NONCLIN	CTP	CSU	CHP	CCG	PHARM/DAC	DEN	EYECARE	DSC

No. of Requirements	Mental Health Trust	NHS Business Partner	NHS Business Services Authority	Prison Health	Secondary Use Organisation	Voluntary Sector Organisations	NHS Digital	NHS England	Public Health England	Local Authority
Version 14	45	29	34	18	30	19	36	36	41	28
Version 14.1	45	29	34	18	30	19	36	36	41	28
Abbreviation used on supporting spreadsheet	MHT	NHSBP	NHSBSA	PH	SUO	VOLUNTARY	NHSD	NHSE	PHE	LA

2.2. Control notice

'**IGT V14 to V14.1 Control Notice**' accompanies this Release Note on the IGT News page and maps the IGT requirements to organisation types.

For further guidance on the types of organisation view available see the '**Organisation Types**' document on the Help page at <https://www.igt.hscic.gov.uk/help.aspx>

3. Publication Deadlines

The deadlines for IG Toolkit publication are:

- **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 14.1 IG Toolkit assessment by **31 March 2018**.
- All other organisation types should publish no later than 31 March 2018 or by the date their annual review is due if the assessment is in support of an NHS Standard Contract /Agreement, renewal of application to receive data from NHS Digital, or section 251 application renewal.

Certain healthcare commissioners and providers are additionally subject to **2-stage reporting**, as displayed below. This includes the following organisation views on IG Toolkit V14.1:

- Acute Trust
- Ambulance Trust
- Mental Health Trust
- Commissioning Support Unit
- Community Health Provider
- NHS Digital
- NHS England
- Public Health England

Baseline and Performance Update	31 October 2017
Final	31 March 2018

4. Implementation Guidance

4.1. Unpublished earlier assessments

If your organisation has started an earlier version of the IG Toolkit, until it is complete and published, a version 14.1 assessment will not be visible on the '**Assessment Summary**' page.

4.2. 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 item 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.

4.3. 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>.

4.4. 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>