



AGENDA ITEM

3.6

DIGITAL AND DATA COMMITTEE

HIGHLIGHT REPORT FROM THE INFORMATION GOVERNANCE GROUP MEETING ON 1st JULY 2022

DATE OF MEETING	28 th September 2022
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
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PREPARED BY	Rebecca Walsh, Information Governance Officer
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PRESENTED BY	Cally Hamblyn, Assistant Director of Governance & Risk
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EXECUTIVE SPONSOR APPROVED	Stuart Morris, Director of Digital
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REPORT PURPOSE	FOR NOTING
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ACRONYMS	
IG	Information Governance
FOIA	Freedom of Information Act
DPIA	Data Protection Impact Assessment
ICO	Information Commissioner's Office

1. PURPOSE

- 1.1 This report had been prepared to provide the Digital & Data Committee with details of the key issues considered by the Information Governance Group at its meeting on the 1st July 2022.

- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Executive Lead for IG changed to the Director of Digital with effect from the 1st August 2022.
- 1.4 The Sub Committee is requested to **NOTE** the report.

2. HIGHLIGHT REPORT

ALERT / ESCALATE	<p>Capacity within the Information Governance Team</p> <p>The Committee acknowledged the challenging position of the IG Function following the Head of Information Governance’s departure at the end of July and the imminent departure of the Information Governance Officer, who is also leaving the Health Board in the next couple of months to take up a promotional position in another Health Board.</p> <p>Whilst the Committee were assured that the Health Board has expedited the recruitment processes for these roles and has interim measures in place to sustain the service, there will be an impact in timeliness of responses and the pace of progress in response to the ICO Audit Review recommendations.</p>
ADVISE	<p>The Group received an Information Security Report on the use of WhatsApp for Corporate Devices. The group discussed the risks and concerns around the use of WhatsApp as a means for communication for clinical and corporate staff. The group decided that each request for access should be risk assessed to decide on whether it is a valid request and the Data Protection Officer shared guidance from Betsi Cadwaladr UHB on their temporary use of WhatsApp.</p>
ASSURE	<p>The Group received a report on Medical Records Incidents and Case note Availability from the Clinical Records Modernisation Programme Manager. The Group noted the action taken by the Medical Records department to audit records and report missing case notes. This will be a standing agenda item for the IG Group.</p> <p>Risk Register - The IG and ICT risk registers were discussed with a review of two of the IG risks being initiated. ICT risks are currently undergoing a robust review to ensure compliance with the Health Board’s risk management strategy.</p> <p>The group commended the IG Team for the positive outcomes associated with the following reports and thanked the team for their hard work and commitment when faced with the significant capacity constraints.</p>

	<ul style="list-style-type: none"> - ICO Audit Action Plan - IG Toolkit - NIIAS Process - Training Opportunities and Compliance
INFORM	<p>The Group were presented with the following policies and procedures which were endorsed for approval:</p> <ol style="list-style-type: none"> 1. Freedom of Information Act Policy 2. Personal Data Requests Procedure 3. Manual Transmission of Faxes Procedure <p>The Group endorsed the approach proposed in the Architectural Standards for Patient Facing Apps presented by the Chief Information Officer.</p> <p>Update to O365 Email Policy for Litigation Hold - The Group endorsed the proposals in the paper regarding the use of Litigation Hold.</p>
APPENDICES	NOT APPLICABLE