

# **INFORMATION GOVERNANCE POLICY REVIEW**

## **HaRD 034**

### Information Governance Update

It is essential that the CCG maintains a robust Information Governance Framework to ensure appropriate processes and procedures are in place to protect both personal confidential information and commercially sensitive information being processed.

It is important that you know who to report information security issues and concerns to for review, investigation and corrective action.

The key Information Governance roles within Harrogate and Rural District CCG are as follows :

- The Caldicott Guardian is John Pattinson; the role of the Caldicott Guardian is to oversee the use of patient confidential information within services commissioned to ensure that it is being used lawfully, ethically and in the best interest of the patients.
- A Senior Information Risk Owner (SIRO) is Dilani Gamble; this role is to oversee information security as a whole within the organisation and report any concerns back to the Governing Body.
- The IG Lead is Alec Cowell and supports the SIRO through dealing with more of the day to day issues and reporting concerns to the SIRO.

Information Governance is, however, everybody's responsibility within the organisation so to support staff in fulfilling these duties it is important that the information governance policies in place remain current.

Please note the following policies have recently been updated :

### Data Protection and Confidentiality Policy

This has been updated to include guidance that must be followed in relation to direct marketing and the requirement to follow the privacy and electronic communications for all direct marketing via phone, including text, and email communication methodologies.

### Corporate Records Management Standards and Procedural Guidance

This was updated to give clearer guidance on the roles and responsibilities of all staff within the CCG.

### Information Governance Checklist and Privacy Impact Assessment

To take into account new guidance issued by the Information Commissioners Office.

**Please be aware that in addition to the above mentioned policies there are other which include guidance on use, storage and transportation or transfer of information, using mobile equipment and a confidentiality code of conduct among others. Please be sure to make yourself aware of these policies and their requirements.**

**All Policies are available at : [www.harrogateandruraldistrictccg.nhs.uk/](http://www.harrogateandruraldistrictccg.nhs.uk/)**

Subject Access Requests : In addition to the above it is essential that you are aware of what to do should you receive a request from someone who wants to access records you may hold about them; this is known as a subject access request. Within Harrogate and Rural District CCG these should all be reported to Rachael Simmons, Corporate Affairs Officer, to ensure they are recorded and completion is monitored.

Incident Reporting : suspected incidents must be reported to Alec Cowell, IG Lead, to ensure appropriate investigation is undertaken and corrective actions identified and implemented.