



AGENDA ITEM

(4.2)

DIGITAL & DATA COMMITTEE

INFORMATION GOVERNANCE ACTIVITY HIGHLIGHT REPORT

DATE OF MEETING

11 March 2021

PUBLIC OR PRIVATE REPORT

Public

**IF PRIVATE PLEASE
INDICATE REASON**

Not Applicable

PREPARED BY

Claire Northwell, Head of Information Governance

PRESENTED BY

Georgina Galletly, Director of Corporate Governance

**EXECUTIVE SPONSOR
APPROVED**

Georgina Galletly, Director of Corporate Governance

REPORT PURPOSE

FOR NOTING

ACRONYMS

CTM Cwm Taf Morgannwg

FAQs Frequently Asked Questions

GDPR General Data Protection Regulations

ICO Information Commissioners Officer

ICT Information, Communication and Technology

IG Information Governance

ILG Integrated Locality Group

1. PURPOSE

- 1.1 Due to timing of meetings, the IG Group have not met since the last report was presented to the Digital & Data Committee. However, this update has been prepared to provide the Committee with details of the activity and key issues considered by the Information Governance Team since its last meeting in December 2020.
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Committee is requested to **NOTE** the report.

2. HIGHLIGHT REPORT

ALERT / ESCALATE	<p>Positive Escalation -the Information Governance Team continuing to maintain high compliance with data protection and Freedom of Information legislation during a period of increased demand in addition to general operations queries. They continue their commitment to ensuring training and awareness is rolled out across the organisation.</p> <p>Data Protection Impact Assessments (DPIA) -the IG Team are experiencing an increase in staff requiring such assessments to be undertaken. IG have on occasion been given short notice (such as 24 hours,) to carry out robust reviews prior to a programme or system going 'live'. This has been added on to the risk register and senior members of staff have been reminded to involve the governance team at the initial discussions whenever possible to avoid delays in implementing new projects.</p>
ADVISE	<p>Policy Development – the IG team are in the process of collating comments from key staff on the following policy/procedural documents:</p> <ul style="list-style-type: none"> Records Management Policy and Records Management Procedure <p>A policy review will be undertaken by the Team for any additional local policies that require updating. In addition to this, there is also a national sub group that is currently reviewing the All Wales policies which will be presented to the Committee for approval once endorsed by the All Wales Information Governance Managers Advisory Group (IGMAG).</p>

ASSURE

Information Governance Activity—the Information Governance Team have seen increased demand in activity and requests for support over the past few months. This activity is listed below:

FOIAs:

	Nov 20	Dec 20	Jan 21	Feb 21	Total
No of requests	54	44	72**	29	199
No of questions	245	148	381	120	894
Responded to outside the 20 days	3	2	6	TBC	TBC

**January 2021 saw the highest number of FOIAs that the Team had ever received which have included complex requests. Despite this, the FOIA Team continue to maintain a high level of compliance with the legal requirement to respond within 20 days.

Incidents:

The Team have received and investigated 75 incidents since November 2020. A breakdown is shown below:

	Nov	Dec	Jan	Feb	Total
Breach of Confidentiality / Information Security	20	13	18	12	63
Health Records / Documentation	1	6	2	1	10
Information Security & Technology - Electronic Incident	0	0	1	0	1
Information Security & Technology - Misuse / Contravention	0	0	0	1	1
Total	21	19	21	14	75

Out of these incidents, two have been reported to the ICO and the actions recommended implemented as a matter of urgency.

DPIAs: 15 DPIAs requested / completed since December 2020.



	<p>Research & Development reviews: 9 R&D requests processed and approved for Programmes of study and data collection.</p> <p>Information sharing agreements: 17 agreements written / approved.</p> <p>Information Governance Risk Register – the Group agreed to two new risks being added to the IG Risk Register as follows:</p> <ul style="list-style-type: none">• “Failure to complete a DPIA”• “IG risk associated with the rapid migration to Teams”
INFORM	<p>Appointment-Covid 19 Pandemic Information Manager – the Team continue to look at the options to support the Health Board in managing and preserving the written, electronic, and photographic and oral history of the Health Board wide COVID-19 pandemic response.</p> <p>The Head of Information Governance is currently compiling the response to the Governance Toolkit for submission in March 2021. This will also be undertaken for hosted bodies. The Toolkit has already been submitted for the managed GP practices.</p>
APPENDICES	NOT APPLICABLE