



**AGENDA ITEM**

4.2

**DIGITAL AND DATA COMMITTEE**

**HIGHLIGHT REPORT - INFORMATION GOVERNANCE GROUP  
MEETING HELD ON 23<sup>RD</sup> JUNE 2021**

**DATE OF MEETING**

12/07/2021

**PUBLIC OR PRIVATE REPORT**

Public

**IF PRIVATE PLEASE  
INDICATE REASON**

Not Applicable - Public Report

**PREPARED BY**

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**PRESENTED BY**

Georgina Galletly, Director of Corporate  
Governance

**EXECUTIVE SPONSOR  
APPROVED**

Georgina Galletly, Director of Corporate  
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**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

IGG Information Governance Group

ILG Integrated Locality Group

SAR Subject Access Request

NIIAS	National Intelligent Integrated Audit Solution.
NIS	Network & Information Systems
DHCW	Digital Health & Care Wales

## 1. PURPOSE

- 1.1 This report had been prepared to provide the Committee with details of the key issues considered by the IGG at its meeting on 23<sup>rd</sup> June 2021.
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Sub Committee is requested to **NOTE** the report.

## 2. HIGHLIGHT REPORT

### ALERT / ESCALATE

**Emerging risks** were discussed in relation to:

- Data Quality & Integrity in relation to electronic and paper records / software systems
- Resource and Capacity constraints within IG and Cyber Security Functions
- Any approach to Medical Records where physical access is controlled by the patient, as is the case within District Nursing and Maternity.

These risks will be further developed and escalated to the IG and ICT Risk Register as appropriate.

#### **Positive Escalation:**

The IG team were **commended for maintaining high compliance** with Data Protection and Freedom of Information Legislation whilst facing high demand for their support and expertise.

The **IG toolkit submission** to Digital Health Care Wales (DHCW) was successful with a **well-earned "pass"** with many positive scores. The two areas where there are gaps related to compliance with the 'Privacy and electronic communications regulations' and data quality.

<p><b>ADVISE</b></p>	<p><b>Policy Development</b> – The IG team have finalised for approval the following procedures this period:</p> <ul style="list-style-type: none"> <li>• Information Asset Register Management Procedure (approval will be sought at the July 2021 Management Board)</li> </ul> <p><b>Information Governance Activity</b> – an increased demand in activity and requests for support over the past few months was recognised and noted by the group in the following reports:</p> <ul style="list-style-type: none"> <li>• Key Performance Indicators</li> <li>• Information Governance Incidents</li> <li>• NIIAS Audit Report</li> </ul>
<p><b>ASSURE</b></p>	<p>The positive outcome of <b>IG Toolkit</b> assessment by DHCW was noted by the Group, recognising the areas of high compliance and acknowledging that where areas for improvement have been identified they will be captured within the work programme for the IG Team.</p> <p><b>Trends and Themes</b> from IG Incidents will be identified for learning opportunities.</p>
<p><b>INFORM</b></p>	<p>An <b>Information Commissioner (ICO) Audit</b> is scheduled for January 2022.</p> <p>An update on the <b>Network &amp; Information Systems (NIS) Regulations across NHS Wales</b> was received.</p> <p>An accountability framework has been published by the ICO.</p> <p>There remains ongoing discussions around the management of Office 365 stale user accounts and data retention approaches, which are being worked through nationally.</p>
<p><b>APPENDICES</b></p>	<p>None Identified.</p>