| AGENDA ITEM |
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| 4.2 |

| DIGITAL & DATA COMMITTEE |
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| HIGHLIGHT REPORT FROM THE INFORMATION GOVERNANCE GROUP |
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| DATE OF MEETING | 15th December 2020 |
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| PUBLIC OR PRIVATE REPORT | Public |
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| IF PRIVATE PLEASE INDICATE REASON | Not Applicable |
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| PREPARED BY | Cally Hamblyn, Assistant Director of Governance & Risk |
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| PRESENTED BY | Georgina Galletly, Director of Corporate Governance |
| EXECUTIVE SPONSOR APPROVED | Georgina Galletly, Director of Corporate Governance |

| REPORT PURPOSE | FOR NOTING |
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| ACRONYMS | |
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| 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 This report had been prepared to provide the Management Board with details of the key issues considered by the Information Governance Group at its meeting on the 2nd December 2020.

1.2 Key highlights from the meeting are reported in section 2.

1.3 The Management Board is requested to **NOTE** the report.

## 2. HIGHLIGHT REPORT

| ALERT / ESCALATE | **Positive Escalation** -the Group acknowledged the significant efforts of the IG Team in continuing to maintain high training compliance ratings and their commitment to ensuring training is rolled out across the organisation.<br><br>**National Intelligent Integrated Audit Solution Report (NIIAS) -**the Group noted an increase in instances of staff members accessing their own records in October 2020, and explored whether this was as a result of staff accessing their own Covid-19 test results. It was agreed that communication reiterating the breach of GDPR in accessing your own records and how the results can appropriately be accessed, will be disseminated via the following routes:<br>   o CTM Weekly Staff Brief<br>   o ILG dissemination routes<br>   o Workforce FAQs around Covid-19 |
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| ADVISE | **Policy Development –** the group were invited to comment on the following policy/procedural documents by the 16th December 2020:<br>   o Non Clinical Photography, Video & Audio Recording Procedure<br>   o Records Management Policy and Records Management Procedure<br><br>The Group endorsed for approval the policy for the "Photography and Video Recordings of Patients: Confidentiality and Consent, Copyright and Storage Policy", the policy will seek formal approval at the Digital & Data Committee in the New Year. |

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| **ASSURE** | **IG Group Terms of Reference –** were approved subject to a minor amendment to the membership.<br><br>**Key Performance Indicators (KPI's) –** following the appointment of Andrew Nelson to the role of Chief Information Officer the KPI's will be reviewed to ensure they encompass all areas of performance that needs to captured and reviewed by the Group.<br><br>**Information Governance Risk Register –** the Group agreed to two new risks being added to the IG Risk Register as follows:<br>• "Failure to complete a Data Privacy Impact Assessment (DPIA)"<br>• "IG risk associated with the rapid migration to Teams"<br>Further discussion and alignment in relation to risks on the Organisational Risk Register and ICT Risk Register were suggested for a future meeting. Members also agreed to review and refine these new risks and consider any other risks which may require escalation.<br><br>**Information Governance Incidents –** the Group considered the Incidents and ICO referrals during the period. It was noted that the action taken in response to recommendations will be disseminated to all ILG's to ensure shared learning in the form of a staff briefing note, and in future also shared with the newly formed Shared Listening and Learning Forum. |
| **INFORM** | **Interim Appointment-Covid 19 Pandemic Information Manager –** the Group were informed of a fixed term appointment that is being sourced 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. |
| **APPENDICES** | **NOT APPLICABLE** |