



**AGENDA ITEM**

3.2.5b

**DIGITAL AND DATA COMMITTEE**

**HIGHLIGHT REPORT FROM THE INFORMATION GOVERNANCE GROUP  
MEETING ON 8<sup>TH</sup> MARCH 2022**

**DATE OF MEETING**

23/03/2022

**PUBLIC OR PRIVATE REPORT**

Public

**IF PRIVATE PLEASE  
INDICATE REASON**

Not Applicable - Public Report

**PREPARED BY**

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**PRESENTED BY**

Georgina Galletly  
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**EXECUTIVE SPONSOR  
APPROVED**

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**REPORT PURPOSE**

FOR NOTING

**ACRONYMS**

IG

Information Governance

FOIA

Freedom of Information Act

DPIA

Data Protection Impact Assessment

ICO

Information Commissioner's Office

COPI

Health Service (Control Of Patient Information) Regulations 2002  
(Known as COPI Regs)

**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 8 March 2022.

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

<b>ALERT / ESCALATE</b>	<p><b>Positive Escalation:</b> The IG Team continue to work towards their Key Performance Indicator (KPI) targets and the Group acknowledged the additional demands that were evidenced in the recent KPI reports.</p> <p>The Group noted the recent <b>ICO Audit</b> which took place in January 2022, which concluded an assessment of 'Reasonable Assurance'. The action plan and management response was discussed with the group noting that the Health Board is now awaiting a response from the ICO on the management response which was submitted on the 2<sup>nd</sup> March 2022. The Group thanked all those involved in the ICO Audit for their efforts, time and resource afforded.</p> <p><b>Risk Escalation</b></p> <ul style="list-style-type: none"> <li>• Due to the increase in demand placed upon the IG Team as highlighted above, the two IG risks on the Organisational Risk Register (Risk ID 4699 and Risk ID 4339) have been increased in terms of their risk rating.</li> <li>• Further emerging risks were discussed as outlined below which will be assessed by the relevant risk owners and highlighted to the Organisational Risk Register as appropriate:             <ul style="list-style-type: none"> <li>○ Data Sharing Agreements and compliance with legislative requirements.</li> <li>○ Medical Records risks</li> <li>○ Use of NIIAS</li> </ul> </li> </ul>
<b>ADVISE</b>	<p>The Group endorsed the extension of the <b>Health Service (Control Of Patient Information) Regulations 2002 (Known as COPI)</b>, until the end of September 2022 following a letter from the Director of Technology, Digital and Transformation at Welsh Government.</p>
<b>ASSURE</b>	<p>The Group noted the content of the <b>Cyber Resilience Unit Assurance Report</b>, acknowledging that an action plan will now be developed in response to the findings.</p> <p>The Group received the <b>Data Sharing Register</b> which will now be a standing agenda item going forward. It was recognised that continued awareness is needed on the requirement to ensure that</p>



	<p>the IG Team are engaged early in relation to the development of any data sharing agreements so early advice and support can be provided.</p> <p>The <b>IG Policy Register</b> was received to ensure that the IG Group remain sighted as to policy compliance and any mitigation required.</p> <p>The Group endorsed the '<b>Appropriate Policy Document</b>' as recommended following the recent ICO Audit to ensure compliance with Data Protection Legislation.</p> <p>A detailed discussion was held on the <b>Medical Records Highlight Report</b> which summarised the current position in terms of:</p> <ul style="list-style-type: none"><li>• The number of missing medical records</li><li>• The management of these incidents</li><li>• The risks regarding records</li><li>• Case note availability</li></ul> <p>The update was welcomed by the group and whilst a number of risks were identified that will be worked through the Director of Digital provided assurance that these areas have been identified as part of the improvement journey.</p> <p><b>Virtual IG Training</b> will commence shortly on a quarterly basis, noting that this will be in addition to the Core Statutory and Mandatory Training. Cyber Security agreed to link in with these sessions so all areas could be captured in the one session.</p>
<b>INFORM</b>	<p>The Group discussed the overall <b>training compliance figures</b> for IG training and it was agreed that a targeted focus will be given to the percentage of staff who have not undertaken any training over a set period and those areas of particular poor compliance.</p> <p>The Group received the <b>Live Streaming for the Recording of Public and Private Board and Board Committee Meetings Policy</b> for comment. It was noted that formal consultation will now be initiated via SharePoint and a final version will be presented to the Digital &amp; Data Committee for approval in June 2022.</p> <p>The <b>Covid-19 Inquiry Preparedness Report</b> was touched upon in terms of the Information Governance and ICT risks that need to be considered and mitigated and it was agreed that this will be a targeted discussion at the next meeting.</p>
<b>APPENDICES</b>	<b>NOT APPLICABLE</b>