K

Meeting:	Brighton and Sussex University Hospitals NHS Trust Board of Directors
Date:	30th March 2017
Board Sponsor:	Chief Operating Officer
Paper Author:	Information Governance Manager
Subject:	Information Governance Toolkit Submission

Executive summary

The Information Governance Toolkit (IGT) is a Department of Health Policy delivery vehicle that draws together the legal rules and central guidance regarding Information Governance. Organisations have to assess themselves against requirements for:

- Management structures and responsibilities (e.g. assigning responsibility for carrying out the IG assessment, providing staff training, etc.)
- Confidentiality and data protection.
- Information Security.

The purpose of the assessment is to enable organisations to measure their compliance against the law and central guidance and to see whether information is handled correctly and protected from unauthorised access, loss, damage and destruction.

The Board is asked to:

1. Note that based on the nominated leads assessments we are fully compliant in relation to 36 of the 45 IG Toolkit requirements,

   The Trust is partially compliant against 7 of the requirements and has developed action plans with the aim of making the necessary changes.

   The following requirements are deemed to be partially compliant although action plans are not yet in place to address these:

Req No:	Requirement Description
14-110	Organisations are responsible for obtaining appropriate contractual assurance in respect of compliance with Information Governance (IG) requirements from all bodies that have access to the organisation's information or conduct any form of information processing on its behalf. This is particularly important where the information is about identifiable individuals

K

14-506	Organisations should have procedures and a regular audit cycle to check the accuracy of service user data. The results of the audits should be reported as part of the organisation data quality reviews to the Board and be made available to the HSCIC on request. The audit should cover all key data items identified in 'HSCIC: NHS IG - Key Data Items List' found within the Knowledge Base Resources, or for mental health trusts - data items in the Mental Health Services Data Set, or a locally defined subset approved by specific formal agreement with the organisation's main commissioner, or local Data Quality Informatics Group.

Progress against the identified actions and the development of appropriate plans, where they are missing, will be monitored by the Information Governance Committee and escalated to the Quality and Performance Committee as required.

Action required by the Board

The Board is asked to note the IG Toolkit Submission for 2016/17 which was approved by the Quality and Performance Committee on 23rd March

Links to corporate objectives	The reports supports the objectives of *excellent outcomes and great experience*
Identified risks and risk management actions	Areas of partial compliance are detailed in the report
Resource implications	None applicable to this report
Report history	Executive Team; Information Governance Committee
Appendices	Information Governance Toolkit Submission 2016/17