



INFORMATION GOVERNANCE NEWSLETTER

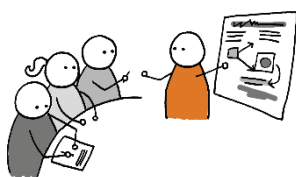
September 2017

WELCOME!

Welcome to the Autumn edition of the Information Governance Newsletter!

In this edition we will provide an overview of the IG support on offer to you and your practice via the IG Portal, the new key role introduced by GDPR, training both free and online and International Right to Know day.

INFORMATION GOVERNANCE TRAINING



As part of our North Midlands Locality Team contract Midlands and Lancashire CSU will be offering you a fantastic opportunity

to attend a **free** Information Governance training session at a venue near to you! If you're an IG Lead, Practice Manager or Caldicott Guardian in your practice then these sessions are perfect for you.

As well as acting as completion of your mandatory annual IG training, the training session will expertly equip you to start making tracks on completing your **IG Toolkit and will give you guidance on the changes that new General Data Protection Regulations legislation will bring.**

These sessions will be both in and out of working hours to ensure as many staff as possible can be trained.

Dates are now being advertised on Bookwhen!

To see which dates and venues are available to book onto you can access:

- www.bookwhen.com/igtraining

New dates are still being added, including WebEx sessions on the new General Data Protection Regulations so check back throughout the year.

Remember to contact the IG team if you are having any difficulty booking on.

IG PORTAL



The IG Portal is your one-stop shop for all things IG. By signing up using the link below, you will have access to;

- **Template evidence** for assisting with your IG Toolkit submission
- **Guidance** pages and a **Frequently Asked Questions** page to help answer any quick IG queries you may have and to ensure all necessary information is available at your disposal.

We have already seen very high levels of sign up, so if you would like to have access to this fantastic tool, click [HERE](#) to sign up.

Don't forget that you also have **7.5 hours remote support** for any IG queries via phone call or email.

DATA SECURITY AWARENESS TRAINING

It has been a very quiet launch but hidden in the news articles on the IG Toolkit there has been an article about the new Data Security Awareness Training which is now live.

The training covers 4 areas:

1. Introduction to security awareness
2. Information and the law
3. Data security - protecting information
4. Breaches and incidents

Further levels of training are to be released later on in the year.

Due to lack of further guidance we have contacted NHS Digital for confirmation whether the new training will be sufficient to evidence training compliance for the IG Toolkit.



INFORMATION GOVERNANCE NEWSLETTER

September 2017

Unfortunately the response is not currently definite as they have confirmed that the training *should* meet the requirements.

Training can be accessed here: <https://nhsdigital.e-lfh.org.uk/>

GDPR: DATA PROTECTION OFFICER



GDPR stands for the General Data Protection Regulations and is the new legislation which will be replacing the Data Protection Act 1998 on the **25th May 2018**

GDPR will bring in some big changes to the way we process and handle personal data.

One of the changes which is coming into force is the introduction of a new key role – The Data Protection Officer (DPO)

Each public authority must ensure that they have a DPO by the time that the legislation comes into force. Their main role is to ensure compliance with the legislation.

- The DPO will report to the highest management level of your organisation – ie board level.
- They must be able to operate independently and is not dismissed or penalised for performing their task.
- And adequate resources must be provided to enable DPOs to meet their GDPR obligations.

The DPO can be someone within the organisation or you can contract out the role, as long as their duties do not conflict (such as already being a SIRO or Caldicott Guardian).

Now is the time to start to think about who may fulfil this role in your organisation.

IN THE NEWS

INTERNATIONAL RIGHT TO KNOW DAY

Did you know that the 28th September is the International Right to Know day?

This date is when freedom of information organisations from around the world come together for the FOI Advocates Network. This is a global coalition working together to promote the right of access to information for all people and the benefits of open, transparent, and accountable governments.

What does this mean for my organisation?

Requests for non-personal data can be made using the Freedom of Information Act 2000. The requests can come from anywhere in the world and are treated as ‘requestor blind’ meaning that only the request itself is looked at for release, regardless of who is requesting it. Each request has a specific deadline of up to 20 working days for you to respond.

Further details on FOI can be found on the ICO website:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

CONTACT US

If you need any advice or assistance or would like further information on the support available to you, don't hesitate to contact us via;

✉ mlcsu.ig@nhs.net
☎ 01782 298249

QUICK LINKS

IG Portal
<https://igportal.sharepoint.com/>

Information Commissioner's Office
<https://ico.org.uk/>

IG Toolkit
<https://www.igt.hscic.gov.uk/>