



# INFORMATION GOVERNANCE NEWSLETTER

## AUGUST 2016

### WELCOME

Midlands and Lancashire CSU (MLCSU) have been commissioned by NHS England (North Midlands) to provide Information Governance support to General Practices in Staffordshire, Shropshire, Derbyshire and Nottinghamshire with effect from 1<sup>st</sup> August, to ensure you are fully equipped to complete your IG Toolkit and are able to maintain excellent standards of IG compliance. The services on offer include access to the Information Governance Portal as well as the opportunity to attend a free Information Governance training session!

These newsletters are aimed at providing you with practical advice and guidance and keeping you up to date on IG topics. In this edition we will offer up our Top Tips for staying IG compliant throughout the year, share our guidance on best practice for social media usage as well providing information on upcoming IG training sessions.

### IG PORTAL – HAVE YOU REGISTERED?

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

- **Template evidence** for your IG Toolkit submission
- **Guidance** pages and a **FAQ** to help answer any quick questions and necessary information is available

In addition, all General Practices in Staffordshire, Derbyshire and Nottinghamshire will receive:

- **Incident Support** to ensure you report your incidents quickly and effectively
- **7.5 hours remote support** available via email.

We have seen very high levels of interest and would like to have access to your contact details to get you set up.

[HERE](#)

Quarterly reports are also available for those practices which have signed up to receive details of the services that they fund.

### INFORMATION GOVERNANCE TRAINING – FREE TO ATTEND SESSIONS

In addition to proving the IG Portal, we will also be providing several Information Governance training sessions throughout Staffordshire, Shropshire, Derbyshire and Nottinghamshire with the aim of ensuring maximum IG awareness across the region.

Attendance at these sessions will be **free** for all IG Leads, Practice & Office Managers, Caldicott Guardians and Lead GPs.

All finalised dates, times and venues will be circulated to you in an upcoming Newsletter as well as all necessary information on how to book onto the sessions. If you would like any further information, you can speak to one of our team using the contact details at the end of the newsletter.

### INFORMATION GOVERNANCE TRAINING – BRINGING IG TRAINING TO YOU!

Did you know that as part of your IG Toolkit submission, all

[mlcsu.ig@nhs.net](mailto:mlcsu.ig@nhs.net)

### TOP TIPS





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If you are moving away from your desk for any amount of time, even if it's just to get a coffee, go to the toilet or to speak to a colleague at their desk – please ensure that you are locking your screen. You can do so using the 'Windows' + 'L' keys.

asked staff in the sites we visited to take part in a confidential online survey, reviewed relevant literature, consulted an expert panel of stakeholders and talked to individual experts in the field.

**The DH consultation on the review is open until the 7<sup>th</sup> September 2016 – make sure you have your say!**

### IN THE NEWS

#### DATA PROTECTION ACT REVIEW

Following Britain's decision to vote to leave the European Union, the Information Commissioners Office (ICO) has been in discussions with the Government to establish the impact this result will have on the Data Protection Reform in the UK.

The ICO has confirmed that the Data Protection Act is the 'law of the land' irrespective of the referendum result. The UK will also have to prove that its data protection standards are equivalent to the EU's General Data Protection Regulation framework to ensure that there is international consistency around data protection laws and rights.

### GUIDANCE ON USE OF SOCIAL MEDIA

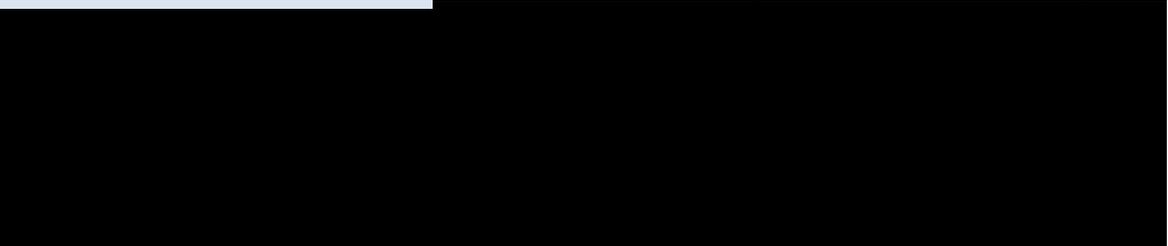


Included below is some best practice guidance on the use of social networking sites, both inside and outside of work:

- ✓ Respect yourself, the people you work with, service users, carers and their families. **Maintain patient and colleague confidentiality** at all times
- ✓ Be safe – don't publicise your own or anyone else's personal details

#### NATIONAL DATA GUARDIAN REVIEW & CQC REPORT

The National Data Guardian has published its report into data security, consent and public information. The Department of Health has issued its response to the report and recommendations. All the



- [National Data Guardian Report](#)
- [CQC Report](#)
- [DH Consultation](#)

The review looked at whether information is being used safely in the NHS. Data security, in the

**Availability** – how patient information is available to those who need it to provide care

**Integrity** – how patient information is protected from unauthorised alteration, damage or loss

**Confidentiality** – how patient information is kept safe from access by those who should not hear it.

The evidence for this review was gathered through interviews, observing practice in NHS hospitals, GP surgeries

### CONTACT US