

## Medway NHS Foundation Trust Corporate Policy: Information Governance

<b>Author:</b>	Paul Mullane Head of Integrated Governance & Legal
<b>Document Owner</b>	Paul Mullane Head of Integrated Governance & Legal
<b>Revision No:</b>	3
<b>Document ID Number</b>	POLCGR129
<b>Approved By:</b>	Executive Group
<b>Implementation Date:</b>	November 2018
<b>Date of Next Review:</b>	November 2019

## Medway NHS Foundation Trust Information Governance Policy

Document Control / History	
Revision No	Reason for change
1	New document combined Information Governance Framework, Policy & Strategy
2	Annual review 2017
3	Annual review 2018, inclusion of GDPR, revision from IG toolkit to DSP toolkit

Consultation
SIRO
Executive Group

© Medway NHS Foundation Trust [2016]

## Medway NHS Foundation Trust Information Governance Policy

### Table of Contents

<b>TO BE READ IN CONJUNCTION WITH ANY POLICIES LISTED IN TRUST ASSOCIATED DOCUMENTS.</b>	<b>4</b>
<b>1 INTRODUCTION</b>	<b>4</b>
<b>2 PURPOSE / AIM AND OBJECTIVE</b>	<b>4</b>
<b>3 POLICY FRAMEWORK</b>	<b>5</b>
<b>4 ROLES AND RESPONSIBILITIES</b>	<b>7</b>
<b>5 MONITORING AND REVIEW</b>	<b>11</b>
<b>6 TRAINING AND IMPLEMENTATION</b>	<b>12</b>
<b>7 EQUALITY IMPACT ASSESSMENT STATEMENT &amp; TOOL</b>	<b>12</b>
<b>9 REFERENCES</b>	<b>12</b>

# Medway NHS Foundation Trust Information Governance Policy

To be read in conjunction with any policies listed in Trust Associated Documents.

## 1 Introduction

- 1.1 Information Governance (IG) is, at its simplest, a framework that draws together statutory, mandatory and best practice standards about the management of information - whether personal (patient or staff) or corporate. Good quality information is at the heart of decisions made by staff, not only in terms of patient care but also in the management of the organisation and maintaining public confidence in the services that the Trust provides.
- 1.2 The Trust is required to evidence its compliance with these standards through the Data Security & Protection (DSPT) , which sets a route map for self-assessment and improvement against set criteria year on year in addition to performance against data security.

## 2 Purpose / Aim and Objective

### 2.1 Information Governance Framework and Policy Statement

**Medway NHS Foundation Trust** has defined governance structures laid out in the [IG framework](#). These set the governance, accountability and responsibilities for ensuring it maintains and improves standards of IG compliance aligned to an [IG strategy](#) that evidentially supports the DSPT requirements.

- 2.2 The Policy framework ensures that key compliance areas provide the Senior Information Risk Owner (SIRO) with timely, reliable and fit for purpose information to meet reporting requirements, to support legislative and regulatory compliance and to assist in management decision making. Trust managers will provide commitment and leadership in respect of IG and ensuring information is accurate, robust and timely.
- 2.3 Assurances will be provided to the Caldicott Guardian and Trust Board through reports from the Trust SIRO (Senior Information Risk Owner) - these reports will promote openness and transparency in how the Trust is progressing against the DSPT requirements, and highlight key areas of risk and non-compliance.
- 2.4 The Trust aims to 'Be the BEST' in everything it sets out to, and this extends to embedding IG at the heart of how it protects, manages and uses patient, staff and corporate information.

## Medway NHS Foundation Trust Information Governance Policy

### 3 Policy Framework

- 3.1 **Medway NHS Foundation Trust** is committed to complying with statutory, mandatory and best practice requirements through a supporting framework of documents:

**Information Security Policy** [POLCGR018 - Information Security Policy](#)

The Trust's Information Security policy is a high level document that utilises a number of controls to protect the organisation's information. The controls are delivered through policies, standards, processes, procedures, supported by tools and user training.

**USB, Removable Media and Media Destruction Policy** [POLCGR086 - USB, Removable media and Media Destruction Policy](#)

This policy supports the Information Security Policy to ensure that strict procedures are followed to prevent patient and staff personal data is not compromised, lost or stolen through the use of removable media.

**User Access Management Policy** [POLCGR079 - User Access Management Policy](#)

This policy governs the prevention of unauthorised access to the Trust's information systems and forms the umbrella rules supporting the Access to Confidential Information Audits.

**Records Management & Lifecycle Policy** [STRCGR002 - Records Management & Lifecycle Policy](#)

The Trust's records are its corporate memory, providing, evidence of actions and decisions, and representing a vital asset to support daily functions and operations. Records support policy formation and managerial decision-making, protect the interests of the Trust and the rights of patients, staff and members of the public. They support consistency, continuity, efficiency and productivity and help deliver services in consistent and equitable ways. This document governs the cycle of records from their collection to disposal.

**Data Protection Policy** [POLCGR007 - Data Protection Policy](#)

This policy provides a framework for the Trust to ensure compliance with its confidentiality obligations, and in particular the General Data Protection Regulation (GDPR) and the Data Protection 2018.

The Trust, as a Data Controller, has a legal obligation to comply with all appropriate legislation with regard to the processing of personal data. It also should comply with guidance issued by the Department of Health, NHS England, other advisory groups to the NHS, and guidance issued by professional bodies.

General Data Protection Regulation and the Data Protection Act 2018

## Medway NHS Foundation Trust Information Governance Policy

<p>guidance for agreement owners (<a href="#">OTCGR269</a>)</p>
<p><b>Freedom of Information Policy</b> <a href="#">POLCGR009 - Freedom of Information Act 2000 Policy</a></p> <p>This policy provides a framework for the Trust to ensure compliance with the FOIA, Re-use of Public Sector Information Regulations 2005 and the Environmental Information Regulations 2004</p>
<p><b>Use of Cameras, video and audio recorders on Trust premises</b> <a href="#">GUCGR023 - Use of cameras video and audio recorders on Trust premises Policy and Procedure</a></p> <p>This guidance ensures that patient images remain confidential and for the purposes of helping with the assessment and evaluation of a patient's condition through the use of clinical photography; and service users and patients do not make recordings (covert or otherwise) of other patients, or staff engaged in clinical interventions with patients.</p>
<p><b>Secure Transfer of Information Policy</b> <a href="#">POLCGR077 - Secure Transfer of Information Policy</a></p> <p>This policy governs the transfer of patient identifiable or staff identifiable information. Its aim is to ensure such transfers meet Caldicott principles in preventing information becoming lost in transit, erroneously sent to the wrong person or sent to the correct destination but in an insecure manner.</p>
<p><b>Acceptable Use of Trust Information Systems and Assets</b> <a href="#">POLCGR113 - Acceptable Use of Trust Information Systems and Asset Policy</a></p> <p>The aim of this policy is to ensure the proper use of the Trust's NHS information systems and assets and make users aware of what the Trust deems to be acceptable and unacceptable use of these.</p>
<p><b>Data Quality Policy</b> <a href="#">POLCOM037 - Data Quality Policy</a></p> <p>This policy describes why Data Quality is important to the Trust; where responsibilities for maintaining and improving Data Quality lie; the means by which its continual improvement will be effected; and the processes which will ensure that the Board can be assured over the effectiveness of the systems, processes and controls over reported performance information.</p>
<p><b>Network Security Policy</b> <a href="#">POLCGR082 - Network Security Policy</a></p> <p>This policy sets out the goals of protecting systems from misuse and keeping them available to users. It aims to ensure the confidentiality, integrity and availability of the Trust's information assets.</p>
<p><b>Registration Authority Policy</b> <a href="#">POLCGR093 - Registration Authority</a></p> <p>This policy applies to all processes, procedures and activities carried out by the RA in relation to Trust systems which require Smartcard</p>

## Medway NHS Foundation Trust Information Governance Policy

### 4 Roles and Responsibilities

#### 4.1 Trust Board

- 4.1.1 The Trust Board is ultimately responsible for ensuring that the Trust corporately meets its legal responsibilities and for the adoption of internal and external governance requirements.
- 4.1.2 The Trust Board is responsible for approving the Trust's Corporate Policy for information governance.
- 4.1.3 The Trust Board is responsible for reviewing reports from the SIRO, Data Protection Officer<sup>1</sup> (DPO) and Caldicott Guardian to the Board on information governance arrangements.
- 4.1.4 The Trust Board is responsible for understanding the statutory framework and assuring itself on the adequacy of the Trust arrangements for meeting requirements.

#### 4.2 Chief Executive

- 4.2.1 The Chief Executive has overall responsibility for ensuring that sufficient resources are provided to support information governance requirements.

#### 4.3 Caldicott Guardian

- 4.3.1 The Medical Director is the Trust's Caldicott Guardian who is responsible for ensuring that MFT satisfies the highest practical standards for handling patient identifiable information. The role encompasses:
  - acting as the 'conscience' of MFT;
  - facilitating and enabling information sharing and advising on options for lawful and ethical processing of information;
  - representing and championing Information Governance requirements and issues at Board level;
  - receiving training as necessary to ensure they remain effective in their role as the Caldicott Guardian;
  - ensuring that confidentiality issues are appropriately reflected in organisational strategies, policies and working procedures for staff; and

---

<sup>1</sup> As assigned under the General Data Protection Regulation

## Medway NHS Foundation Trust Information Governance Policy

- overseeing all arrangements, protocols and procedures where confidential patient information may be shared with external bodies both within, and outside, the NHS.



## Medway NHS Foundation Trust Information Governance Policy

### 4.4 Director with IG portfolio responsibility<sup>2</sup>

- 4.4.1 Is the designated Director for Information Governance with responsibility for ensuring that the Trust has plans and policies in place to fulfil the requirements of the statutory framework;
- 4.4.2 Is the Chair of the Information Governance Group, ensuring upward reporting to the Executive Group;
- 4.4.3 acts as champion for information risk on the Board and provides written advice to the Accounting Officer on the content of the Organisation's Annual Governance Statement in regard to information risk;
- 4.4.4 understands how the strategic business goals of MFT and how other NHS organisations' business goals may be impacted by information risks, and how those risks may be managed;
- 4.4.5 implements and leads the NHS Information Governance risk assessment and management processes within MFT;
- 4.4.6 advises the Board on the effectiveness of information risk management across MFT; and
- 4.4.7 Is the Trust Senior Information Risk Owner (SIRO) with responsibility for fulfilling the requirements of the role.

### 4.5 Information Governance Group

- 4.5.1 This Group is established on the authority of the Executive Group to assist the Trust Board in fulfilling its responsibilities in relation to information governance. Its purpose is to monitor and co-ordinate implementation of the Information Governance Policy and the DSPT - requirements and other information related legal obligations. Terms of Reference setting out the full responsibilities of the Group are available [here](#).

### 4.6 Director of ICT

- 4.6.1 The formulation and implementation of ICT related policies and the creation of supporting procedures, and ensuring these are embedded within the service developing, implementing and managing robust ICT security arrangements in line with best industry practice;
- 4.6.2 Effective management and security of Trust
  - resources, for example, infrastructure and equipment;
  - Developing and implementing a robust IT Disaster Recovery Plan;

## **Medway NHS Foundation Trust Information Governance Policy**

- Ensuring that ICT security levels required by NHS Statement of Compliance are met;
  - Ensuring the maintenance of all firewalls and secure access servers are in place at all times, and;
  - Ensuring the provision of Information Asset Owners for the ICT infrastructure with specific accountability for computer and telephone equipment and services that are operated by corporate and clinical work force, e.g. personal computers, laptops, personal digital assistants and related computing devices, held as a NHS asset.

### **4.7 Chief Operating Officer (Planned Care)**

4.7.1 The Chief Operating Officer (Planned Care) is responsible for the management and delivery of the function of health records management in accordance with information governance policies.

### **4.8 Information Asset Owners (IAO), who will:**

- 4.8.1 lead and foster a culture that values, protects and uses information for the success of MFT;
- 4.8.2 know what information comprises or is associated with the asset, and understands the nature and justification of information flows to and from the asset;
- 4.8.3 receive training as necessary to ensure they remain effective in their role as an Information Asset Owner;
- 4.8.4 know who has access to the asset, whether system or information, and why, and ensures access is monitored and compliant with policy; and
- 4.8.5 understand and address risks to the asset, and provide assurance to the SIRO.

### **4.9 The Information Governance Manager, who will:**

- 4.9.1 maintain an awareness of Information Governance issues within MFT
- 4.9.2 act as the operational lead for delivery of the Information Governance agenda;
- 4.9.3 Manage the information governance team;
- 4.9.4 review and update the suite of Information Governance policies, strategies, framework and guidance in line with local and national requirements;

## Medway NHS Foundation Trust Information Governance Policy

- review and audit all procedures relating to this policy where appropriate on an ad-hoc basis; and
- ensure that staff are aware of the requirements of the policy.

### 4.10 Information Governance Team & Partner Subject-Matter Experts

4.10.1 The Information Governance Team are responsible for:

- Providing expert advice and guidance to all staff on all elements of Information Governance.
- Developing internal Information Governance policies and procedures to meet NHS information governance guidance and legislation.
- Developing Information Governance awareness and training programmes for staff.
- Ensuring compliance with Data Protection, Information Security and other information related legislation.
- Co-ordinating the response to freedom of information requests.

### 4.11 Line Managers

4.11.1 Line managers are responsible for ensuring that the Information Governance Policy is implemented within their group or directorate.

### 4.12 All Staff

4.12.1 All staff are responsible for adhering to the policy and fulfilling mandatory training requirements.

## 5 Monitoring and Review

What will be monitored	How/Method / Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	Annually	Information Governance Manager	SIRO & IG Group	Where gaps are recognised action plans will be put into place
Compliance with the Trust's DSPT requirements	Managed via (1) quarterly feedback to the IG Group (2) Half year SIRO reports to Board	(1) IG Manager (2) Head of Integrated Governance and Legal	(1) The IG Group (2) The Executive Group	Where gaps are recognised action plans will be put into place

## Medway NHS Foundation Trust Information Governance Policy

### 6 Training and Implementation

- 6.1 To support the implementation and embedding of the IG policy and procedures;
  - 6.1.1 Mandatory e-learning training supported by face to face sessions available to all staff;
  - 6.1.2 Bespoke training for dedicated cohorts and staff groups.

### 7 Equality Impact Assessment Statement & Tool

- 7.1 All public bodies have a statutory duty under the Race Relation (Amendment) Act 2000 to “set out arrangements to assess and consult on how their policies and functions impact on race equality.” This obligation has been increased to include equality and human rights with regard to disability, age and gender.
- 7.2 The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This document was found to be compliant with this philosophy.
- 7.3 Equality Impact Assessments will also ensure discrimination does not occur on the grounds of Religion/Belief or Sexual Orientation in line with the protected characteristics covered by the existing public duties.

### 9 References

Document	Ref No
<b>References:</b>	
NHS Digital Data Security & Protection toolkit	
General Data Protection Regulation (GDPR) and the Data Protection 2018	
Freedom of Information Act 2000	
Information Security Management ISO 27001:2005	
Information Governance Alliance Code of Practice on Records Management	
NHS Confidentiality Code of Practice	
<b>Trust Associated Documents:</b>	
<a href="#">POLCGR079 - User Access Management Policy</a>	POLCGR079
<b>Disclosure of Medical Records</b> <a href="#">SOP Disclosure of Medical Records</a>	SOP
<a href="#">OTCGR139 - Checklist Guidance for Reporting, Managing and Investigating Information Governance and Cyber Security Serious Incidents Requiring Investigation</a>	OTCGR139
<a href="#">OTCGR004 - Code of Conduct For Staff in Respect of Confidentiality</a>	OTCGR004

## Medway NHS Foundation Trust Information Governance Policy

[OTCGR040 - Kent and Medway Information Sharing Agreement](#)

OTCGR040

**END OF DOCUMENT**