

Paper No. SET/41/18	
	Tick One ✓
For discussion	
For approval	
For information/noting	✓

Date of Trust Board Meeting: 21 June 2018

Confidential or Public Agenda: Public

Agenda item: Annual Report on Information Governance 2017/2018

1.0 Introduction

The attached paper provides a report on the Trust's Information Governance arrangements from the 1 April 2017 to 31 March 2018.

2.0 Background information

The report is based on the criteria within the Information Management (IM) Controls Assurance Standard (CAS) issued by the Department of Health (DoH [formerly DHSSPS]) in September 2013. Self-assessment confirmed an overall score of 82% in the IM CAS, 2017/2018. This score falls within the substantive compliance range set by the DoH.

The purpose of the IM CAS is to ensure that all Health & Social Care (HSC) bodies have, *"A systematic and planned approach to Governance of Information is in place within the organisation that ensures the organisation can maintain information in a manner that effectively services its needs and those of its stakeholders in line with appropriate legislation"*. This standard, along with the Risk Management, Governance and Financial Management Standards, provides the basis for statutory reporting for the Governance Statement (previously set out by the Department of Finance and Personnel in DAO (DFP) 05/01).

Information Governance (IG) should be recognised within an organisation as an integral part of good practice and embedded in the Trust's culture. It forms a vital part of the Trust's practices and business plans. It should not be viewed or practiced as a separate programme. As an integral corporate function, IG becomes the business of everyone in the organisation.

3.0 Brief summary of key points contained in the paper/s

The report outlines the assurance process and criteria which must be assessed to achieve compliance with the DoH IM CAS. This underpins the DoH, Information Management Framework, highlights progress to date in the implementation of the Framework and identifies the Trust's priorities for 2018/2019. The Trust achieved an overall score of 82% in the IM CAS, 2017/2018. This score falls within the substantive compliance range set by the DoH.

It also outlines the

- IG programme of work for 2017/2018 (including preparatory work for implementation of the General Data Protection Regulation [GDPR]);
- Activity levels of compliance in managing Freedom of Information (FOI) (Trust-wide) and Subject Access Requests (SAR) processed under the Data Protection Act, 1998;
- Information Governance incident management;
- Information Risks;
- FOI & SAR activity and compliance for 2016/2017 v 2017/2018 and,
- Information Governance Priorities for 2018/2019.

Overall, totals of FOIs and SARs for 2017/2018 (3075) saw a decrease of 0.45% activity compared with 2016/2017 (3089).

The Trust reported 4 data breaches to the Information Commissioner's Office (ICO) during 2017/2018. The ICO has concluded on 3 of their investigations and has taken no further action based on the prompt remedial works undertaken by the Trust. One incident remains under investigation.

The Information Governance Steering Committee (IGSC) approved this Annual Report on Information Governance as at 31 March 2018 via email consultation, during May 2018 for presentation to the Trust Board on 21 June 2018.

4.0 Recommendation/s for the Trust Board (please state if the paper/s is for information/noting or for approval by Board members)

This report is presented to the Trust Board for information and noting.

Lead Director: Mrs Myra Weir

Designation: Director Human Resources & Corporate Affairs

Date: 05/06/2018