






















ACTION PLAN FOR IMPLEMENTATION OF THE GENERAL DATA PROTECTION REGULATION – 25 MAY 2018

No.	Topic Area/ Objective (12 Steps identified by ICO)	Baseline Position as at 1 April 2017	Action Planned	Action Achieved/Outcome At 15/09/2017	Target Date By whom	Status
1.	<p>Awareness:</p> <p>To ensure that the Senior Management Team and Managers are aware that the law is changing. They need to appreciate the impact this is likely to have.</p>	<p>ICO presented to IGSC – December 2016</p> <p>Presented at Senior Staff Briefing 14/2/17</p> <p>Briefing paper to IGSC together with GDPR Action Plan</p>	<ul style="list-style-type: none"> • Briefing paper & GDPR Action Plan to be developed • Presentation to EMT & Trust Board • Further Presentation at Senior Staff Briefing • Publish updates in Risk Management & Governance Directorate Newsletter • Awareness memos, e-briefing I-Connect News • To keep relevant staff informed 	<p>Develop Briefing paper and present GDPR Action Plan to Information Governance Steering Committee (IGSC)</p> <p>Briefing paper & draft presentation to EMT scheduled 12/09/2017</p> <p>Schedule attendance on or before 31/12/2017</p> <p>GDPR article included in RMG Directorate Newsletter wef Ed 9</p> <p>To schedule in conjunction with release of Directorate Newsletter</p> <p>As more guidance and information is released liaise directly with those staff</p>	<p>Lynda McAree June 2017</p> <p>Lynda McAree September 2017</p> <p>Lynda McAree 31/12/2017</p> <p>Lynda McAree Ongoing</p> <p>Lynda McAree 31/12/2017</p> <p>Lynda McAree Ongoing (Contracts/ Med Records) 31/12/2017</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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5.	Subject Access Requests Update procedures & plan how to handle requests with the new timescales and provide any additional information	Extant policies and procedures in place reflective of the Data Protection Act 1998	<ul style="list-style-type: none"> To review current practice to ensure it is conducive with the new Regulation 	Further advice / guidance awaited regarding the Subject Access process i.e. removal of charges and reduced timeframes for responding	Lynda McAree Via the Regional GDPR Working Group 31/03/2018	
6.	Legal basis for processing personal data Identify the lawful basis for processing activity, document it and update your privacy notice	Our statutory basis for processing personal data lies within the Health and Personal Social Services (Northern Ireland) Order 1994 which means Trust do not have to rely solely on client consent.	<ul style="list-style-type: none"> Review existing information asset registers Document processes for correcting/deleting/amending data, timeframes etc Check processes for the replacement of Section 29 for processing Police requests Ensure Privacy Notice and subject access information reflects legal basis for processing data Ensure Trust has written contract with processor and complaint with Art 30 	SIRO issued memorandum to all Assistant Directors (AD) asking them to review & validate their existing Information Asset Register. Review extant policy & procedure Seek update from ICO re S29 8/9/17 – New Law Enforcement Directive to be introduced prior to May 2018 A regional HSC FPN for Adults has been developed by the Regional GDPR Working Group Changes to contracts being led by HSCB ICO has issued Contracts Guidance for consultation – shared with appropriate staff (Sept 2017 for review/comment)	SIRO September 2017 Lynda McAree 31/03/2018 Regional GDPR Group 31/12/2017 Lynda McAree 31/12/2017 Lynda McAree/Julie Davidson 31/03/2018	    

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7.	Consent – how is consent obtained	Our statutory basis for processing personal data lies within the Health and Personal Social Services (Northern Ireland) Order 1994 which means Trust do not have to rely solely on client consent.	<ul style="list-style-type: none"> Discussed with ICO June 2017 Difference between clinical consent and IG consent HSC is covered under statutory powers – and our legitimate purpose for processing data 	Review ICO guidance on consent	Lynda McAree Regional GDPR Group 31/12/2017	
8.	Children- GDPR Are systems required to verify individuals' ages and to obtain parental or guardian consent for any data	Trust does not gather ID data when visitors link into wifi	<ul style="list-style-type: none"> Develop FPN for children 	Belfast Trust Play Therapists are advising on a suitable notice for children – design will be taken forward via the Regional GDPR Working Group	Lynda McAree Regional GDPR Group 31/12/2017	
9.	Data Breaches – Ensure Data Breach management processes are put in place to detect, report and investigate a personal data breach	Within HSC there are already robust procedures in place to handle data breaches. Significant increase in potential monetary penalty	<ul style="list-style-type: none"> Extant process for reporting incidents to ICO, HSCB & DoH (via SAI process) - 	Review current criteria to ensure effective detection, reporting and investigation of personal data breaches within 72 hours to the ICO Communication of new process to Trust staff	Lynda McAree 31/12/2017 Lynda McAree 31/12/2017	 

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10.	Data Protection by Design & Data Protection Impact Ensure PIA are undertaken when necessary	Adhoc completion of Privacy Impact Assessments (PIA) for new services and technology Use of ICO template PIA documentation	<ul style="list-style-type: none"> Liaise with ICT Project Board to ensure Data Protection Impact Assessment is included in all project mandates To be included in Communications strategy Develop criteria to ensure ICO is invited to review high risk processing 	<p>Raise at IGSC and link with ICT Governance</p> <p>Included in Presentation to Trust Board & EMT September 2017</p> <p>Liaise directly with ICT and ICO to establish criteria for referral of cases to ICO for review</p>	<p>Irene Low Stephen Stewart Lynda McAree Jim Kelly 31/03/2018</p> <p>Lynda McAree/Jim Kelly 31/03/2018</p>	  
11.	Data Protection Officer – Designate someone to take responsibility for data protection compliance and assess where this role will sit within the Trust's structure and governance arrangements.	Trust has an established information governance structure	<ul style="list-style-type: none"> Senior Management to agree DPO role DPO details to published and notified to the ICO DPO must have degree of independence 	<p>NICS Information Branch shared Job Description – pitched at Grade 7 (8B equivalent)</p> <p>To be discussed by Senior Management</p>	<p>Myra Weir Irene Low 31/10/17</p>	

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12.	International Where cross-border processing is being carried out, need to determine you lead data protection supervisory authority (Art 29 Working Party Guidelines required)	Discuss with ICT Limited use of Cloud technologies	<ul style="list-style-type: none"> • Review DAA where data is being transferred internationally • Ensure cloud solutions are adequately reviewed • Review Internal cloud guidance 	Liaise with ICT & ICT BSO	Stephen Stewart Jim Kelly 31/12/2017	

Symbols used to indicate achievability status

-  **Achievable** – on course to achieve target
  **Doubtful** – Effort required/behind schedule in achieving target
  **Not Achievable** – Target not achievable or serious concern/major effort required to achieve target
  **Achieved** – Target achieved