



<b>Paper No. SET/65/21</b>	
	<b>Tick One ✓</b>
For discussion	
For approval	✓
For information/noting	

**Date of Trust Board Meeting:** 29 September 2021  
**Confidential or Public Agenda:** Public  
**Agenda item:** 7.5

### 1.0 Introduction

The Information Governance Annual Report is presented to the Trust Board for update purposes and will subsequently be posted on the Trust’s website.

### 2.0 Background information

The attached paper provides a report on the Trust’s Information Governance arrangements from the 1 April 2020 to 31 March 2021 and was agreed at the Executive Management Team (EMT) on 7 September 2021.

The report was agreed at the Executive Management Team (EMT) meeting on 7 September 2021 and subsequently the Governance Assurance Committee (GAC) on 15 September 2021.

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

In summary the report outlines activity and compliance across the Trust in respect of :-

- Requests for Information – primarily Subject Access and Freedom of Information Requests
- Engagement with the Information Commissioners Office (ICO)
- Information Governance Incidents & Reporting
- Information Governance training
- Organisational Controls Assurance
- Information Quality

➤ ICT & Cyber security

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

The report is presented to the Trust Board for Approval purposes.

**Lead Director:** Mrs Claire Smyth

**Designation:** Interim Director, Human Resources & Corporate Affairs

**Date:** 16 September 2021