NHS
Nottingham West
Clinical Commissioning Group

NHS
Nottingham North and East
Clinical Commissioning Group

NHS
Rushcliffe
Clinical Commissioning Group

NHS
Mansfield and Ashfield
Clinical Commissioning Group

NHS
Newark and Sherwood
Clinical Commissioning Group

Information Governance, Management & Technology (IGMT) Committee Highlight Report
22 September 2017

IG33 Information Governance Management Framework

The Committee APPROVED updated Information Governance Management Frameworks for Mid Nottinghamshire CCG and South Nottinghamshire CCGs. The frameworks set out the CCGs' process for managing Information Governance and assurance and was key evidence for IGT standard 14- 130.

Information Governance Operational Leads Meeting Terms of Reference

The Committee **APPROVED** the terms of reference. The purpose of the group was to support the Nottinghamshire Clinical Commissioning Groups to ensure that good practice was applied in the sharing and management of information and as a forum to discuss and resolve common issues or queries in relation to the Information Governance agenda and Information Governance Toolkit requirements. Members had reviewed the Terms of Reference and amendments included changes to formatting and to reflect changes to IG services in Mid Nottinghamshire CCGs.

Policies approved

- **IG01 Information Security Policy**

The policy described the way in which personal confidential or personal sensitive information should be protected and individual responsibility with regard to protecting information securely.

- **IG11 Confidentiality and Data Protection Policy**

The policy aimed to detail how the CCGs meet their legal obligations and NHS requirements concerning confidentiality and information security standards.

- **IG12 Electronic Remote Working Policy**

The Electronic Remote Working Policy sets out the responsibilities of staff with regard to the confidentiality and security of information when working remotely.

- **IG18 Internet and Electronic Mail Policy**

The policy provided a description of the responsibilities of the organisations and their staff in respect of access to the internet and email and the appropriate use of the organisations' systems and networks.

- **Bring Your Own Device**

The purpose of the policy was to set out the technical capabilities of the chosen security solution for the provision of corporate data to a personally owned device, via secure connection to a corporate 'bubble', within which corporate email, systems and drives could be viewed.

The Committee **APPROVED** the above five policies following amendments made in line with recently published NHS Digital guidance following the cyber attack. All policies retained their existing review dates and it was expected that all policies would be reviewed further to ensure alignment with the requirements for EU General Data Protection Regulation and the

UK Data Protection Bill and to reflect new organisational reporting structures for South Nottinghamshire and Nottingham City CCGs.

Data Management Strategy
The Committee **APPROVED** the Data Management Strategy. Following the audit of the CCGs' Data Management Strategy the Data Management Group commissioned a refresh to the strategy taking into account the recommendations made by 360 Assurance.