Wye Valley NHS Trust

Information Governance (IG)

Wye Valley NHS Trust Information Governance Team

Main IG Queries

Wye Valley NHS
NHS Trust

- Information Sharing
- Consent/Capacity issues
- IT Projects, Contracts and NDA's
- Subject Access Requests
- Breaches
- Destruction of Records

?

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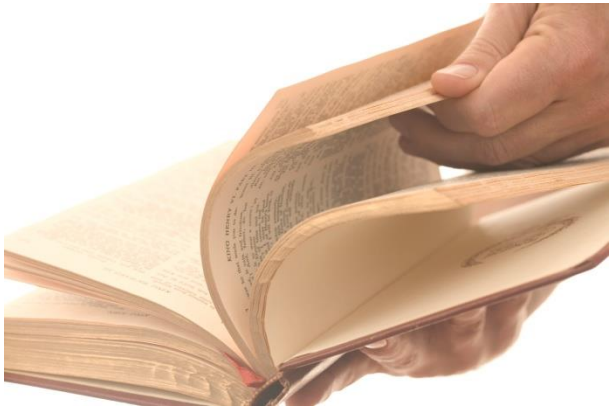
Confidentiality Protected

- Policies and Procedures
- Caldicott Guidelines
- The Caldicott Guardian
- The Data Protection Act
- Datix
- WVT Staff

WVT Breaches

Wye Valley NHS
NHS Trust

- Paperwork
- Discharge Summaries
- External/Internal Post
- Emails
- Mixed Records
- Recording/Images
- Mobile Working



Breaches

Wye Valley NHS
NHS Trust

A WVT member of staff dropped a Ward Handover sheet in a corridor at the County Hospital. Information included:-

- Patients Name RLQ, NHS No
- Date of birth,
- Procedure information
- Date and Time
- Clinicians hand written notes on each patient

A doctors assessment form and rota paperwork belong to a number of FY1 trainee was found in the KFC car park.

Duty of Candour
What it means for you?

Wye Valley NHS
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The duty applies to any notifiable safety/risk incident

- Strengthen transparency and openness when things go wrong
- Increase patient confidence
- Legal duty to be open and offer an apology
- Be open and honest with patients, service users and carers.
- Be vigilant and take action where the duty applies

Signposting

Wye Valley NHS Trust

Information Governance

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Last published: 25/07/2017

- Subject Access Requests
- Policies
- IG Forum
- Information Sharing
- Freedom of Information
- ICO & IG Breaches
- Information Flow Mapping
- Training and Guidance
- Privacy Notice

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ICO

Health and Safety

IG Policies

Wye Valley NHS Trust

	Procedures	
IG 58	Corporate Records (electronic) Creation and Filing Procedures	Company Secretary
IG 60	Data Quality Assurance Strategy	PAS/Data Qua
IG 61	Image/s and Recording/s Policy and Procedure	Info Gov / Priv
IG 62	Electronic Document Tracking of Patient Records Policy and Procedure	PAS/Data Qua
IG 63	Standards of Clinical Record keeping policy	Medical Direct
IG 64	Privacy Impact Assessment Policy	Info Gov / Priv
IG 65	Subject Access Policy	PAS/Data Qua

To find policies search the Quick Policy Finder. Search for key words in the left hand column and
any reference to that word will be indicated with a Y in the right hand columns.

Quick Policy Finder

Ref	IG 05	IG 06	IG 07	IG 08	IG 14	IG 15	IG 17	IG 41
	Confidentiality Code of Conduct Policy	ICT Virus Protection Policy	Internet Access Policy	Email Access and Use Policy	User Access Control Policy	IT Change Control, Systems Development / Maintenance Policy	Systems Backup and Restore Policy	Transferring and receiving Confidential information Policy
Anti Virus Software/Software		✓				✓		
business continuity		✓				✓	✓	
Confidentiality	✓		✓	✓				✓
Ctrl Alt Delete					✓			
Disposal of confidential	✓							
downloading files			✓					
Email Attachments				✓				✓
Email Disclaimers				✓				
Encryption				✓				✓
Faxing/Faxes	✓				✓			✓
ICO	✓							

Thank you

Wye Valley NHS Trust

- Questions?

Breaches

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August 2016 - Hampshire County Council has been hit with a **£100,000** fine by the Information Commissioner's Office after documents containing personal details of over 100 people were found in a disused building.

May 2016 - Blackpool Teaching Hospitals NHS Foundation Trust inadvertently published the private details of 6,574 members of staff, including their National Insurance number, date of birth, religious belief and sexual orientation in March 2014. The Trust has been fined **£185,000** by the ICO.

October 2016
Telecoms company TalkTalk has been issued with a record **£400,000** fine by the ICO for security failings that allowed a cyber attacker to access customer data "with ease".

August 2016
Regal Chambers, a GP practice that revealed confidential details about a woman and her family to her estranged ex-partner has been fined **£40,000** by the Information Commissioner. The GP practice had released excessive information through a subject access request.

June 2016 Dyfed-Powys police force has been fined **£150,000** after an email, containing information that could be used to identify eight sex offenders, was sent to a member of the public in error.