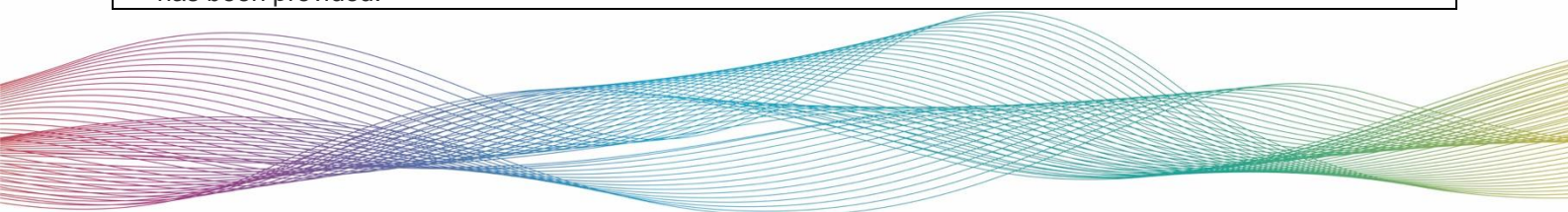


Morecambe Bay CCG Information Governance Annual Report Front Sheet

8th March 2019

The bi-monthly service report highlights the work that the CSU IG team are undertaking to support the CCG to meet their statutory requirements. The report combines all the elements that the Data Security and Protection Toolkit require to be routinely documented and reviewed.

Key Achievements/Progress for the CCGs	Key Objectives for the CCGs
<ul style="list-style-type: none"> The reporting for the bi-monthly report has been moved from the last Friday of the month to the first Friday of the month (excluding year end – please see below). This will reduce the need for reports to be requested earlier to fit in with CCG committee dates. The remaining dates for reports are as follows: 8th March 2019 (Annual Report including DSPT Sign Off) The CCG have ratified and published the new IG and Data Security and Protection Policy, Handbook and Code of Conduct. The CCG has agreed and published a privacy notice for patients and staff. The CCG information asset register and data flows have begun to be reviewed again but further work is required. The CCG has reached 95% compliance of staff completing IG refresher training. The CCG has developed a Learning Needs Analysis. The CCG has developed local retention schedules for teams that process personal data. The CCG has identified a list of third-party providers who process personal data on the CCGs behalf. CCG Governing body, SIRO and Caldicott have all received appropriate training. 	<p>Key objectives for the next month include:</p> <ul style="list-style-type: none"> CCG staff to continue signing and returning the IG Code of Conduct if not already done so. IAOs and IAAs to continue reviewing and updating their asset registers and data flows. CCG to obtain appropriate contracts for third party suppliers who process personal data on behalf of the CCG. CCG staff identified as requiring additional training through the learning needs analysis to attend the relevant training. CCG IAOs to ensure local retention schedules are kept up to date.
<p>Issues</p>	
<p>Obtaining copies of contracts or agreements for providers that process personal data is proving difficult and the CCG must ensure that appropriate contracts are obtained for next years toolkit. IAOs and IAAs must ensure that their asset registers and data flows are reviewed and updated regularly.</p> <p>Three outstanding pieces of IT evidence to be provided by Blackpool Teaching Hospital by no later than 29th March to enable the DSP Toolkit to be published in time.</p>	
<p>CCG Required Actions</p>	
<p>CCG to approve the Annual Report and confirm the DSP Toolkit can be submitted, once the remaining IT evidence has been provided.</p>	



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