

Date: 03/02/2017

FREEDOM OF INFORMATION REQUEST FOI/013233 – Information Governance service provision

Trust Name	THE DUDLEY GROUP NHS FOUNDATION TRUST
Organisation Code	RNA

TRUST SCALE (2015/16)

Annual Total Elective G&A Planned Daycase Admissions (FFCEs)	Annual Total (2015/16)	
Annual Total Elective G&A Planned Admissions (FFCEs)	Annual Total (2015/16)	
Annual Total Non-elective G&A Admissions (FFCEs)	Annual Total (2015/16)	
Annual Total 1st Outpatient Attendances (G&A)	Annual Total (2015/16)	
Available Bed Days (2015/16)	Annual Total Available Bed Days as per KH03	

TRUST SCALE (as of 18/01/2017)

Number of Salaried Staff (2015/16)	Whole Time Equivalents	
Number of Clinical Specialties	Number	

CURRENT IG TEAM STRUCTURE (as of 18/01/2017)

At your Trust, is there an Information Governance team with Trust wide responsibilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *If no, please comment
Please attach your IG Team Organisational Structure if available	<input type="checkbox"/> Structure Attached <input type="checkbox"/> Structure not attached The IG Structure consists of the ; Director of Governance (SIRO), the IG Manager and the IG Officer
Which Trust function does the IG team or function fall within?	<input type="checkbox"/> ICT <input type="checkbox"/> Information management <input checked="" type="checkbox"/> Corporate governance <input type="checkbox"/> Nursing directorate <input type="checkbox"/> Medical directorate <input type="checkbox"/> Clinical directorate <input type="checkbox"/> Other Trust function (please specify)

IG TEAM STAFF (as of 18/01/2017)

Please state the profession of the Trust Caldicott Guardian	<input checked="" type="checkbox"/> Consultant doctor / surgeon <input type="checkbox"/> Nurse <input type="checkbox"/> Profession allied to Medicine <input type="checkbox"/> Managerial professional <input type="checkbox"/> Other (please specify) _____
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CURRENT IG TEAM STAFF (as of 18/01/2017)
 (please only report staff based in the IG Team)

Role / Equivalent Role	Whole Time Equivalent	Band	Funding
Caldicott Guardian			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
Director of IG (SIRO)	.01	Trust Contract	X Recurrent <input type="checkbox"/> Non Recurrent
IG Manager	1	6	X Recurrent <input type="checkbox"/> Non Recurrent
RA Manager (if a separate role from IG Manager)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
ICT Security Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Officer	1	4	X Recurrent <input type="checkbox"/> Non Recurrent
RA Officer (if a separate role from IG Officer)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
FOI Manager (if a separate role from IG Manager)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
Other IG Posts based in the IG Team* (Please list)			
			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent

**Please add extra lines as appropriate.*

Total number of substantive IG Staff =

VACANCIES (as of 18/01/2017)

Are there any current vacancies within the IG team?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If yes, Please list any vacant roles in year

Role / Equivalent Role	Whole Time Equivalent	Band	Funding
Caldicott Guardian			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
Director of IG			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
ICT Security Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
RA Manager (if a separate role from IG Manager)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Officer			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
RA Officer (if a separate role from IG Officer)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
FOI Manager (if a separate role from IG Manager)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
Other Vacancies in the IG Team* – (Please list)			
			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent

**Please add extra lines as appropriate.*

Total number of substantive IG Staff Vacancies =

CONTRACTORS (as of 18/01/2017)

Are there any Contractors providing services to the IG team?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If yes, Please list any contract roles in year

Role / Equivalent Role	Whole Time Equivalent	Band	Funding
Caldicott Guardian			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
Director of IG			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
ICT Security Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
RA Manager (if a separate role from IG Manager)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Officer			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
RA Officer (if a separate role from IG Officer)			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
FOI Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
Other IG Contractors based in the IG Team (Please list)			
			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent

**Please add extra lines as appropriate.*

Total number of IG Contractor Staff = 0

Information Governance Management Services Provided (as of 18/01/2017)

IG Service Management	Provided by		
IG Toolkit	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Registration Authority	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
FOI Requests	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Data Quality Services	<input type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Data Leakage Prevention	<input type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Subject Access Request	<input type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
IG Incidents / IG SIRIs	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
IG Complaints	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
IG Risk Register / Issues Log	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
IG Advice Services	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Computer Audit Services	<input type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Data Flow Mapping	<input checked="" type="checkbox"/> IG Team	<input checked="" type="checkbox"/> Other staff outside IG Team	<input type="checkbox"/> Not Provided
Other Management Services Provided by IG Team* (Please complete as appropriate)			
	<input type="checkbox"/> Provided by IG Team		
	<input type="checkbox"/> Provided by IG Team		
	<input type="checkbox"/> Provided by IG Team		
	<input type="checkbox"/> Provided by IG Team		

**Please add extra lines as appropriate.*

Information Governance Advice Services Provided (as of 18/01/2017)

Service	Provided by
New Systems	X IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided
Information Asset Management	X IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided
Clinical Research	<input type="checkbox"/> IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided
Clinical Audit	<input type="checkbox"/> IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided
Service Evaluation	<input type="checkbox"/> IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided
Interoperability Projects	X IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided
IG Advice based upon interpretation of law and national guidelines	X IG Team X Other staff outside IG Team <input type="checkbox"/> Not Provided

IG Advice Services Provided by IG Team	
Data Sharing Agreements	X Provided by IG Team
Privacy Impact Assessments	X Provided by IG Team
	<input type="checkbox"/> Provided by IG Team
	<input type="checkbox"/> Provided by IG Team
	<input type="checkbox"/> Provided by IG Team

**Please add extra lines as appropriate.*

INFORMATION GOVERNANCE TEAM CONTACT DETAILS

Role	Name	Email Address
Director of Information Governance	Glen Palethorpe	Glen.palethorpe@dgh.nhs.uk
IG Manager	Sharon Williams	Sharon.williams@dgh.nhs.uk
Caldicott Guardian	Dr Jeff Neilson	Jeff.neilson@dgh.nhs.uk

Information Governance Incidents / IG SIRIs

Exemplar Table

Case Number	Date	Cyber Security SIRI	IG SIRI	Breach Type	IG SIRI Level	Cyber SIRI Level
C18	15/11/2015	Yes	No	Hacking	n/a	1
S2	28/02/2016	No	Yes	Disclosed in Error	1	n/a

Using the exemplar table please append the following information

IG SIRIs and CYBER SIRIS 2015/16 – (01/04/2015 – 31/03/2016)

Case Number	Date	Cyber Security SIRI	IG SIRI	Breach Type	IG SIRI Level	Cyber SIRI Level
Please find this information on the Trust website within the Trust' Annual Report on page 153						

**Please add extra lines as appropriate.*