

Reference Number: FOI/LHCH/2017011
From: Other
Date: 18 January 2017
Subject: Information Governance Service Provision

See below:

Information Governance Service Provision FOI Request

Trust Name	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website http://www.lhch.nhs.uk/
Organisation Code	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on the Care Quality Commission website http://www.cqc.org.uk/provider/RBQ

TRUST SCALE (2015/16)

Annual Total Elective G&A Planned Daycase Admissions (FFCEs)	Annual Total (2015/16)	4,688
Annual Total Elective G&A Planned Admissions (FFCEs)	Annual Total (2015/16)	4,240
Annual Total Non-elective G&A Admissions (FFCEs)	Annual Total (2015/16)	4,668
Annual Total 1st Outpatient Attendances (G&A)	Annual Total (2015/16)	35,513
Available Bed Days (2015/16)	Annual Total Available Bed Days as per KH03	Inpatient – 13,933 Day Case – 1,575

TRUST SCALE (as of 18/01/2017)

Number of Salaried Staff (2015/16)	Whole Time Equivalents	As at 31st March 16 was 1,445
Number of Clinical Specialties	Number	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. Information about our services can be found on our website - http://www.lhch.nhs.uk/our-services/

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

<p>At your Trust, is there an Information Governance team with Trust wide responsibilities?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*If no, please comment</p>
<p>Please attach your IG Team Organisational Structure if available</p>	<p><input checked="" type="checkbox"/> Structure Attached <input type="checkbox"/> Structure not attached</p> <p>Information Governance Manager ↓ Information Governance Officer ↓ Information Governance Facilitator</p>
<p>Which Trust function does the IG team or function fall within?</p>	<p><input type="checkbox"/> ICT <input checked="" type="checkbox"/> Information management <input 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)</p>

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

<p>Please state the profession of the Trust Caldicott Guardian</p>	<p><input checked="" type="checkbox"/> Consultant doctor / surgeon <input type="checkbox"/> Nurse <input type="checkbox"/> Profession allied to Medicine <input type="checkbox"/> Managerial professional <input checked="" type="checkbox"/> Other (please specify) Medical Director and Deputy Chief Executive</p>
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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			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Manager	1.0	8a	<input checked="" 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
ICT Security Manager			<input type="checkbox"/> Recurrent <input type="checkbox"/> Non Recurrent
IG Officer	0.93	5	<input checked="" 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 IG Posts based in the IG Team* (Please list)			
IG Facilitator	0.93	3	<input checked="" 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 = 3

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 = 0

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 type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Registration Authority	<input 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 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 checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
IG Incidents / IG SIRIs	<input checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
IG Complaints	<input checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
IG Risk Register / Issues Log	<input checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
IG Advice Services	<input checked="" type="checkbox"/> IG Team <input 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 type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Other Management Services Provided by IG Team* (Please complete as appropriate)	
Document control	<input type="checkbox"/> Provided by IG Team
IG training	<input type="checkbox"/> Provided by IG Team
Access to health record disclosure for continuance of healthcare	<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	<input checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Information Asset Management	<input checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Clinical Research	<input type="checkbox"/> IG Team <input checked="" type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Clinical Audit	<input type="checkbox"/> IG Team <input checked="" type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Service Evaluation	<input type="checkbox"/> IG Team <input checked="" type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
Interoperability Projects	<input type="checkbox"/> IG Team <input checked="" type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided
IG Advice based upon interpretation of law and national guidelines	<input checked="" type="checkbox"/> IG Team <input type="checkbox"/> Other staff outside IG Team <input type="checkbox"/> Not Provided

IG Advice Services 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
	<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	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website http://www.lhch.nhs.uk/about-lhch/information-governance/our-team/	
IG Manager	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website - http://www.lhch.nhs.uk/about-lhch/information-governance/our-team/	
Caldicott Guardian	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website - http://www.lhch.nhs.uk/about-lhch/information-governance/our-team/	

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)

N.B. To "check" a box please replace with an "X"

Case Number	Date	Cyber Security SIRI	IG SIRI	Breach Type	IG SIRI Level	Cyber SIRI Level
<p>Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website it can be found in our Annual Reports and Accounts: http://www.lhch.nhs.uk/about-lhch/performance-plans-and-publications/annual-reports-and-accounts/</p>						

**Please add extra lines as appropriate.*