

<b>Enw y Grŵp/Is-Bwyllgor: Name of Group:</b>	<b>Information Governance Sub-Committee (IGSC) Update Report</b>
<b>Cadeirydd y Grŵp/Is-Bwyllgor: Chair of Group:</b>	<b>Huw Thomas, Director of Finance</b>
<b>Cyfnod Adrodd: Reporting Period:</b>	<b>30 November 2023</b>
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Grŵp/Is-Bwyllgor: Key Decisions and Matters Considered by the Group:</b>	

### **IGSC Risk Register**

The Sub-Committee noted the risks outlined within the paper and requested that a further review be undertaken on risk references 826 and 1369 to be brought back to the next meeting for further assurance.

### **Information Quality Assurance (IQA) Data Quality update**

The Sub-Committee noted that the IQA Team has undertaken a deep dive audit comparing patients on a closed RTT (referral to treatment) pathway however still have an open referral on the inpatient/day-case/outpatient waiting list. There were several recommendations and actions contained within the report, which will be monitored by the Sub-Committee to ensure adoption across specialties and sites. The Sub-Committee also noted that the IQA Team has been asked to undertake an audit of case note tracking that they will look to progress in the next period. This will be based on the currently recorded location of the case note as they appear on the Welsh Patient Administrative System (WPAS) compared to what is stored in said location.

### **Hywel Dda University Health Board's (HDdUHB) Information Governance Audits**

The Sub-Committee noted that the Information Governance Team has now completed audits in Bronglais Hospital, completing all main hospital sites. The Information Governance Team will now begin to analyse the audit findings in respect of the audit visits undertaken to-date to identify any patterns or common concerns found.

### **HDdUHB's Corporate and Medical Records Storage Assurance Report**

The Information Governance Team are currently undertaking Audits of our Record Storage facilities both internally and externally to the Health Board. The Sub-Committee noted that the latest report covered the following sites:

- South Pembrokeshire Hospital, Pembrokeshire
- Tenby Cottage Hospital, Pembrokeshire
- External Provider – Just Wales Ltd., Cross Hands

The Sub-Committee noted the recommendations outlined within the report. However, the Sub-Committee believed that further remedial actions were required in one site, and requested a task and finish group is established to address the concerns raised.

## Information Commissioner Office (ICO) Notifications

Since April 2023, there have been 4 occurrences when a notification to the ICO has been required. The following table highlights the current notifications:

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Open	0	0	1	1	1	0	-	-	-	-	-	-	3
Closed	-	-	-	-	-	1	-	-	-	-	-	-	1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

Of the cases listed above, one has been closed by the ICO, whilst the others are in progress or awaiting responses from the ICO.

## Retention and Destruction of Patient Records

The Sub-Committee received and welcomed the update on the Digital Health Records Scanning Programme (DHRP), and the intention to proceed with the destruction of paper and transitional digital data copies in-line with the Health Board's agreed retention periods and destruction schedules for the inactive health records currently in the care of the scanning providers. Following the receipt of the updated paper the Sub-Committee were assured that all matters discussed in the October 2023 meeting have been addressed and were content to support the recommendation of the DHRP to destroy the paper records in line with current processes and procedures.

## Cyber-Security and Network and Information Systems (NIS) Directive Update

A separate report has been prepared for presentation to the In-Committee Sustainable Resources Committee to provide an update on progress of cyber-security.

### **Materion y Mae Angen Ystyriaeth neu Gymeradwyaeth Lefel y Pwyllgor Adnoddau Cynaliadwy:**

#### **Matters Requiring Sustainable Resources Committee Level Consideration or Approval:**

The task and finish group that has been established to address the concerns storage of records and boxes following the most recent audit.

### **Risgiau Allweddol a Materion Pryder:**

#### **Key Risks and Issues / Matters of Concern:**

- The wider strategic issue of the storage of records and boxes within external storage companies.

### **Busnes Cynlluniedig y Grŵp/Is-Bwyllgor ar Gyfer y Cyfnod Adrodd Nesaf:**

#### **Planned Group/Sub-Committee Business for the Next Reporting Period:**

### **Adrodd yn y Dyfodol:**

#### **Future Reporting:**

- Information Asset Owners and Information Asset Mapping Update
- Data Quality and Clinical Coding
- Information Governance Risk Register
- Information Governance Toolkit improvement plan
- Update on Cyber Security/Network & Information Systems Regulations (NISR)
- Caldicott Register to be returned to the IGSC meetings
- Digital/IG Policies and Procedures

**Dyddiad y Cyfarfod Nesaf:**  
**Date of Next Meeting:**

8 February 2024