



TERMS OF REFERENCE

INFORMATION GOVERNANCE STEERING GROUP

1.0 **Aims and Objectives**

Organisational and managerial structures that support appropriate consideration of Information Governance issues are essential to a properly managed information Governance work programme that sustains continual improvement. To achieve this, the Information Governance Steering Group (IGSG) will co-ordinate, supervise and direct works as appropriate to ensure the Trust maintains a co-ordinated approach to Information Governance which fully incorporates Information, Communication and Technology issues also.

Key Responsibilities of the Information Governance Steering Group

- 1.1 To inform the review of the Trust's management and accountability arrangements for Information Governance.
- 1.2 To ensure that the Trust has effective policies and management arrangements covering all aspects of Information Governance to ensure:

Openness;
Legal Compliance;
Information Security;
Information Quality Assurance.
- 1.3 To oversee the Information Governance programme in relation to Controls Assurance and Internal Audit and the development of action plans to support the achievement of compliance with Information Governance including Data Protection, Freedom of Information, Records Management and ICT management.
- 1.4 To receive and consider reports into breaches of confidentiality and security and review any associated remedial action.
- 1.5 The IGSG will monitor the Trust's information handling activities to ensure compliance with the legislative principles of the Data Protection Act 1998, Freedom of Information 2000, Access to Health Records (NI) Order 1993 and others as required.

- 1.6 The IGSG will monitor information risks and the development of appropriate risk assessments by Trust's Information Asset Owners and actions taken to support and foster a culture that values, protects and uses information for the public good.
- 1.7 Information asset registers will be reviewed and monitored and on a regular basis by the IGSG.
- 1.8 The IGSG will monitor record management developments and destruction of records within in the Trust in line with the Trust's Retention and Disposal Schedule.
- 1.9 The IGSG will monitor the development and maintenance of the Trust's ICT Governance programme and strategic and policy documents ensuring consistency with regional governance policy objectives. This will include reporting on:
 - 1.9.1 Monitoring of the ICT Strategic Plan 2010-2015.
 - 1.9.2 Monitor and report on the state of ICT security within the Trust.
 - 1.9.3 Monitor the impact of ICT provision of any major disruption and invoke appropriate action as per the Business Continuity Plan.
 - 1.9.4 Provide reports on any ICT security issues.
 - 1.9.5 Monitor specific measures where personal information is being transferred whether manually or electronically e.g. using portable computers, USB. This must include data encryption procedures.
 - 1.9.6 Produce and maintain an ICT asset register for software and hardware used by all Trust staff.
 - 1.9.7 Ensure that PCs, servers and other appropriate hardware are disposed of securely in accordance with disposal schedule.

2.0 **Relationship and Accountability with the Board and its Committees**

- 2.1 The Chief Executive has delegated authority to the Director of Finance and ICT for overall strategic responsibility for all aspects of Information Governance with clear lines of accountability leading to the Trust Board which includes representing and championing the Information Governance framework. The IGSG is not formally a constituted Committee of Trust Board but shall work closely with the Board's other Committees and Groups in order to promote Information Governance issues. The Director of Finance and ICT also operates as the Trust's Senior Information Risk Owner.
 - 2.1.1 Minutes of the IGST will be presented to the Trust's Assurance Committee by the Chair of the IGSG.
- 2.2 The Chair of IGSG will report formally to the Assurance Committee on activity noted in the minutes and bring any significant matters under consideration by the IGSG.

- 2.3 The Trust's Caldicott Guardian and Personal Data Guardian (Medical Director) also has a strategic role which involves individual responsibilities including supporting and championing the information governance requirements at a range of levels within the Trust's overall governance framework.

3.0 **Membership and Attendance**

- 3.1 The IGSG is a Working Group chaired by the Trust's Director of Finance and ICT.

3.2 **Members of IGSG:**

Director of Finance & ICT, Accountable Officer DPA/Senior Information Risk Officer (Executive)
Medical Director, Caldicott Guardian/Personal Data Guardian (Executive)
Information, Communication, Technology (ICT) Lead
Information Governance Lead
Risk Manager

- 3.3 As the IGSG is seeking to develop and implement an information governance culture across the whole Trust, it may be appropriate for the Chair to seek assurances and /or presence from other Directors or Managers ie Information Asset Owners as appropriate.
- 3.4 The IGSG will be serviced by the Finance Senior Secretary and all papers and minutes will be managed within this Directorate area. It is anticipated that the agenda and supporting papers will be issued 7days prior to the meeting date.
- 3.5 This Group will be considered quorate when the following members are present as a minimum:
- 2 x Executive Member and at least one of the following:
 - 1 x Information Governance Lead
 - 1 x Information, Communication, Technology Lead

4.0 **Frequency**

- 4.1 Meetings will be held at least three times in any financial year. Additional meetings may be called to address specific issues. Sub-Groups may be set-up to address specific requirements and report findings back to the Information Governance Steering Group.

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