**Information Governance Service Provision FOI Request**

|  |  |
| --- | --- |
| **Trust Name** | Blackpool Teaching Hospitals NHS Foundation Trust |
| **Organisation Code** | RXL |

**TRUST SCALE (2015/16)**

|  |  |  |
| --- | --- | --- |
| Annual Total Elective G&A Planned Daycase Admissions (FFCEs) | Annual Total (2015/16)  | 52707 |
| Annual Total Elective G&A Planned Admissions (FFCEs) | Annual Total (2015/16) | 7558 |
| Annual Total Non-elective G&A Admissions (FFCEs) | Annual Total (2015/16) | 40205 |
| Annual Total 1st Outpatient Attendances (G&A) | Annual Total (2015/16) | 112772 |
| Available Bed Days (2015/16) | Annual Total Available Bed Days as per KH03 | 299151 (285847 G&A + 13277 Obstetrics) |

**TRUST SCALE** (as of 18/01/2017)

|  |  |  |
| --- | --- | --- |
| Number of Salaried Staff (2015/16) | Whole Time Equivalents | As at 31/3/16 5951.04 wte |
| Number of Clinical Specialties | Number | 86 |

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

|  |  |
| --- | --- |
| At your Trust, is there an Information Governance team with Trust wide responsibilities? |  x Yes ☐ No \*If no, please comment  |
| Please attach your IG Team Organisational Structure if available  | x Structure Attached ☐ Structure not attached |
| Which Trust function does the IG team or function fall within? | ☐ ICT ☐ Information management ☐ Corporate governance ☐ Nursing directorate ☐ Medical directorate ☐ Clinical directorate ☐ Other Trust function (please specify) \_X Health Informatics\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |  |
| --- | --- |
| Please state the profession of the Trust Caldicott Guardian   | X Consultant doctor / surgeon ☐ Nurse ☐ Profession allied to Medicine ☐ Managerial professional ☐ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 |  |  | ☐ Recurrent ☐ Non Recurrent |
| Head of Information Governance  | 1 | 8a | x Recurrent ☐ Non Recurrent |
| IG Manager  | 1 | 6 | x Recurrent ☐ Non Recurrent |
| RA Manager (if a separate role from IG Manager) |  |  | ☐ Recurrent ☐ Non Recurrent |
| ICT Security Manager |  |  | ☐ Recurrent ☐ Non Recurrent |
| IG Officer | 4 | 4 | x Recurrent ☐ Non Recurrent |
| RA Officer (if a separate role from IG Officer) |  |  | ☐ Recurrent ☐ Non Recurrent |
| FOI Manager(if a separate role from IG Manager) |  |  | ☐ Recurrent ☐ Non Recurrent |
| Other IG Posts based in the IG Team\***(Please list)** |  |  |  |
| Information Governance Specialist | 2 | 6 | x Recurrent ☐ Non Recurrent |
| Information Rights Assistant | 4 | 3 | x Recurrent ☐ Non Recurrent |

***\*Please add extra lines as appropriate.***

**Total number of substantive IG Staff = 12**

**VACANCIES (as of 18/01/2017)**

|  |  |
| --- | --- |
| Are there any current vacancies within the IG team? |  ☐ Yes x No  |

If yes, Please list any vacant roles in year

|  |  |  |  |
| --- | --- | --- | --- |
| **Role / Equivalent Role** | **Whole Time Equivalent**  | **Band**  | **Funding** |
| Caldicott Guardian |  |  | ☐ Recurrent ☐ Non Recurrent |
| Director of IG  |  |  | ☐ Recurrent ☐ Non Recurrent |
| IG Manager  |  |  | ☐ Recurrent ☐ Non Recurrent |
| ICT Security Manager  |  |  | ☐ Recurrent ☐ Non Recurrent |
| RA Manager (if a separate role from IG Manager) |  |  | ☐ Recurrent ☐ Non Recurrent |
| IG Officer |  |  | ☐ Recurrent ☐ Non Recurrent |
| RA Officer (if a separate role from IG Officer) |  |  | ☐ Recurrent ☐ Non Recurrent |
| FOI Manager(if a separate role from IG Manager) |  |  | ☐ Recurrent ☐ Non Recurrent |
| Other Vacancies in the IG Team\* – (**Please list)** |  |  |  |
|  |  |  | ☐ Recurrent ☐ Non Recurrent |
|  |  |  | ☐ Recurrent ☐ 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? | ☐ Yes x No  |

If yes, Please list any contract roles in year

|  |  |  |  |
| --- | --- | --- | --- |
| **Role / Equivalent Role** | **Whole Time Equivalent**  | **Band**  | **Funding** |
| Caldicott Guardian |  |  | ☐ Recurrent ☐ Non Recurrent |
| Director of IG  |  |  | ☐ Recurrent ☐ Non Recurrent |
| IG Manager  |  |  | ☐ Recurrent ☐ Non Recurrent |
| ICT Security Manager |  |  | ☐ Recurrent ☐ Non Recurrent |
| RA Manager (if a separate role from IG Manager) |  |  | ☐ Recurrent ☐ Non Recurrent |
| IG Officer |  |  | ☐ Recurrent ☐ Non Recurrent |
| RA Officer (if a separate role from IG Officer) |  |  | ☐ Recurrent ☐ Non Recurrent |
| FOI Manager |  |  | ☐ Recurrent ☐ Non Recurrent |
| Other IG Contractors based in the IG Team **(Please list)** |  |  |  |
|  |  |  | ☐ Recurrent ☐ Non Recurrent |
|  |  |  | ☐ Recurrent ☐ 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  | X IG Team ☐ Other staff outside IG Team ☐ Not Provided  |
| Registration Authority | ☐ IG Team x Other staff outside IG Team ☐ Not Provided |
| FOI Requests | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| Data Quality Services | ☐ IG Team x Other staff outside IG Team ☐ Not Provided |
| Data Leakage Prevention | ☐ IG Team x Other staff outside IG Team ☐ Not Provided |
| Subject Access Request  | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| IG Incidents / IG SIRIs | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| IG Complaints | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| IG Risk Register / Issues Log | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| IG Advice Services | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| Computer Audit Services | ☐ IG Team x Other staff outside IG Team ☐ Not Provided |
| Data Flow Mapping | x IG Team ☐ Other staff outside IG Team ☐ Not Provided |
| Other Management Services Provided by IG Team\**(Please complete as appropriate)* |  |
| IG Training & Awareness (induction) | x Provided by IG Team  |
|  | ☐ Provided by IG Team  |
|  | ☐ Provided by IG Team  |
|  | ☐ 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 ☐ Other staff outside IG Team ☐ Not Provided  |
| Information Asset Management  | x IG Team ☐ Other staff outside IG Team ☐ Not Provided  |
| Clinical Research  | ☐ IG Team x Other staff outside IG Team ☐ Not Provided  |
| Clinical Audit  | ☐ IG Team x Other staff outside IG Team ☐ Not Provided  |
| Service Evaluation | ☐ IG Team x Other staff outside IG Team ☐ Not Provided  |
| Interoperability Projects  | x IG Team ☐ Other staff outside IG Team ☐ Not Provided  |
| IG Advice based upon interpretation of law and national guidelines | x IG Team ☐ Other staff outside IG Team ☐ Not Provided  |

|  |  |
| --- | --- |
| IG Advice Services Provided by IG Team |  |
|  | ☐ Provided by IG Team  |
|  | ☐ Provided by IG Team  |
|  | ☐ Provided by IG Team  |
|  | ☐ Provided by IG Team  |
|  | ☐ Provided by IG Team  |

***\*Please add extra lines as appropriate.***

**INFORMATION GOVERNANCE TEAM CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name**  | **Email Address** |
| Head of Information Governance  | Patricia Butcher | Patricia.butcher@bfwhospitals.nhs.uk |
| IG Manager | Hayley Atkinson | Hayley.atkinson@bfwhospitals.nhs.uk |
| Caldicott Guardian  | Prof M O’Donnell | Dr.O’Donnell@bfwhospitals.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** |
| IGI/4823 | 6/11/15 |  |  | Disclosed in error | 2 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***\*Please add extra lines as appropriate.***