LEAD
ASD Diagnosis

INFORMATION GOVERNANCE POLICY

Document Detail	
Effective from	1/2/19
Last Review	1/12/2023
Date of next review	June 2026
Version	V2.1
Owner	LEAD Manager

INFORMATION GOVERNANCE POLICY

Information is a vital asset, both in terms of the clinical management of individual patients and the efficient management of services and resources. It plays a key part in clinical governance, service planning and performance management.

It is therefore of paramount importance to ensure that information is efficiently managed, and that appropriate policies, procedures and management accountability and structures provide a robust governance framework for information management.

1. INTRODUCTION

What is Information Governance?

Information Governance (IG) relates to the way organisations process or handle information. It covers personal information, relating to patients/service users and employees and corporate information such as financial and accounting records. It allows organisations and individuals to ensure that personal information is handled legally, securely, efficiently and effectively in order to support delivery of the best possible care. In addition, it enables organisations to put in place procedures and processes for their corporate information that support the efficient location and retrieval of corporate records where and when needed, in particular to meet requests for information and assist compliance with corporate governance standards. It provides a framework to bring together all the rules, whether legal or simply best practice, that apply to the handling of information.

What are the standards and requirements that make up Information Governance?

Information Governance provides a consistent way for staff to deal with the many different standards and legal rules that apply to information handling, including:

- The Computer Misuse Act 1990
- The Data Protection Act
- The common law duties of care and confidentiality
- The Human Rights Act 1998
- The Freedom of Information Act 2000
- The Privacy and Electronic Communication Regulations 2003
- Caldicott
- Records Management and Data Quality

2. PRINCIPLES

LEAD recognises the need for an appropriate balance between openness and confidentiality in the management and use of information. LEAD fully supports the principles of corporate governance and recognises its public accountability; but equally places importance on the confidentiality of, and the security arrangements to safeguard, both personal information about patients and staff and commercially sensitive information. LEAD also recognises the need to share patient information with other health

organisations and other agencies in a controlled manner consistent with the interests of the patient and, in some circumstances, the public interest.

LEAD believes that accurate, timely and relevant information is essential to deliver the highest quality health care. As such, it is the responsibility of all clinicians and the manager to ensure and promote the quality of information and to actively use information in decision making processes.

There are 4 key interlinked strands to the information governance policy:

- Openness.
- Legal compliance.
- Information security.
- Quality assurance.

1.1. Openness

- Non-confidential information on LEAD and its services should be available to the public through a variety of media, in line with LEAD's code of openness.
- LEAD will establish and maintain policies to ensure compliance with the Freedom of Information Act.
- Patients should have ready access to information relating to their own health care, their options for treatment and their rights as patients.

1.2. Legal Compliance (CONFIDENTIALTY)

- LEAD regards all identifiable personal information relating to patients as confidential except where national policy on accountability and openness requires otherwise.
- LEAD will establish and maintain policies to ensure compliance with the GDPR, Human Rights Act and the common law confidentiality.
- LEAD will establish and maintain policies for the controlled and appropriate sharing of patient information with other agencies, taking account of relevant legislation (e.g. Health and Social Care Act, Crime and Disorder Act, Protection of Children Act).

1.3. Information Security

- LEAD will establish and maintain policies for the effective and secure management of its information assets and resources.
- LEAD will promote effective confidentiality and security practice to its staff.
- LEAD will establish and maintain incident reporting procedures and will monitor and investigate all reported instances of actual or potential breaches of confidentiality and security.

1.4. Information Quality Assurance

- LEAD will establish and maintain policies and procedures for information quality assurance and the effective management of records.
- The manager is expected to take ownership of, and seek to improve, the quality of information within LEAD's services.
- Wherever possible, information quality should be assured at the point of collection.
- Data standards will be set through clear and consistent definition of data items, in accordance with national standards.

3. RESPONSIBILITIES

The manager of LEAD has responsibility for overseeing day to day Information Governance issues, developing and maintaining policies, standards, procedures and guidance, coordinating Information Governance in LEAD and raising awareness of Information Governance.

All members of staff within LEAD are responsible for ensuring that the policy and its supporting standards and guidelines are built into local processes and that there is on-going compliance.

All staff, whether permanent, temporary or contracted, and contractors are responsible for ensuring that they are aware of the requirements incumbent upon them and for ensuring that they comply with these on a day to day basis.