

Information Governance (IG) Policy

This Policy outlines the processes needed to ensure Young Epilepsy/St Piers (Young Epilepsy) complies with all legislative, regulatory and best practice requirements. It seeks to establish and promote a culture of good practice around the ethical, lawful, secure and confidential processing of information and use of information systems to support the provision of high-quality care to all our service users.

Young Epilepsy is committed to upholding IG standards, as outlined in law, in the NHS England's Data Security & Protection Toolkit (DSPT), and other relevant regulations and standards, to ensure that the organisation and all persons working for or on behalf of the Young Epilepsy process personal data and information:

- Securely and confidentially
- Fairly and efficiently
- Accurately and reliably
- Effectively and ethically
- Appropriately and lawfully

All those working for or on behalf of Young Epilepsy are responsible for ensuring that the organisation adheres to the IG standards as outlined in this Policy and its related Procedures and Guides. All employees are required to attend internal IG training relevant to their job roles and to complete an annual e-learning module, as part of the DSPT's requirements.

This Policy is supported by the following Procedures, and their more detailed Guides:

- Artificial Intelligence;
- CCTV;
- Confidentiality;
- Data Protection;
- Information Governance;
- Information Asset Risk Management.

This policy and its related Procedures and Guides have been drafted to meet the organisation's requirements in:-

- Statute (e.g. UK General Data Protection Regulation, Data Protection Act 2018);
- Common law (e.g. common law duty of confidentiality);
- Regulatory requirements (e.g. Care Quality Commission, Ofsted, DSPT);
- Professional standard (e.g. GMC) ; and
- Other best practice standards (e.g. relevant Codes of Practice).



Young Epilepsy has appointed a Senior Information Risk Owner, a member of the Exec team, who oversees the IG risk management within the organisation. It has also appointed a Data Protection Officer, who responsible for Data Protection and reporting on Information Governance issues to the Trust Board.

This procedure is agreed by the Chair of the Board and Chief Executive Officer and will be implemented by all Departments.

Signed:

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Date: .30th June 2024

**Sarah Stookes,
Director of HR, H&S & Health
Deputy CEO
Senior Information Risk Owner (SIRO)**

Date of next review: 30th June 2024

Signed:

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Mark Devlin, Chief Executive Officer