



# North West London Digital IG Group: Dataflows, Security & Access Sub-Group

## Terms of Reference

### 1. Vision

We will seek to maximise the value of local data for the benefit of patients, care professionals and services for the provider partners in North West London by co-design and co-produce to ensuring that there is a clear, concise and robust arrangements and sharing to support data controllers in common.

### 2. Purpose

The Dataflows, Security and Access subgroup will support the Digital IG Group by making recommendations and providing guidance to assist the development of safe and secure data flows and access to the systems named in the Digital ISA for the benefit of joined up integrated care in North West London.

The subgroup will align messages where appropriate and work within the guidelines set out in both the NWL ISP and the NWL Digital ISA and consider the functionality and responsibility of all provider partners and their respective systems to develop best practice Information Governance at all times.

### 3. Objectives

This group will be working collaboratively to develop materials for patients, service users and care professionals to support integrated care and data sharing in North West London by;

- They will endeavor to pioneer by making recommendations to the group to enable the relevant data is accessed by the relevant people; ensuring that information for all users easier; and increase care professional access to health and social care data over time within the legal and national guidance.
- Approve a common understanding between themselves and their colleagues and take a proactive role in ensuring effective information sharing under the NWL Digital ISA
- Review data and subject access request and make recommendations to the Digital IG Group

### 4. Roles and Responsibilities

In carrying out it's role on behalf of the partner providers, the Dataflow and Access Sub-group will;

- Make recommendations to the programmes and assist to establish comprehensive and secure systems



- Make recommendations to the Digital IG Group regarding any changes, review, strategy of data and subject access requests.
- Develop, review and maintain materials and ensure that it reflects any legal and statutory obligations and any other related best practice guidance in relation to information governance.
- Make recommendations to the governance group and provide assurance that the systems security, data flows and access to information are best practice guidance in relation to information governance.
- Review material to ensure that it reflects any legal and statutory obligations and any other related best practice guidance in relation to information governance;
- Provide input into any proposed amendments into documents that support programmes named within the NWL Digital Information Sharing Arrangements (including for the avoidance of doubt any major system upgrades or changes that could impact dataflows and access);
- Take reasonable steps to take note of new developments in legislation and guidance and consider whether any developments could impact on dataflows and access to systems named in the NWL Digital ISA.

## 5. Quorum, Accountability and Decision Making

**Quorum;** The group will need to agree proposals for project activity. A quorum of the core membership should support any proposal to be taken to the Digital IG Group.

**Accountability:** Before any recommendations are given by members of the sub-group individuals shall satisfy themselves that the decisions on uses of information and access to that information are legal, appropriate and safe. Recommendations will then be made to their colleagues and the Governance group who will in turn instruct the data processor and sub-data processor.

**Decision Making;** The group will elect a chair from the core membership. Under the terms of the ISA the sub-group cannot take action without the direct instruction of the group.

Agendas, actions, minutes and decisions will be communicated by email. All group activity will be communicated back the Digital IG Group.

## 6. Frequency of Meetings

The group will meet every 6 months to review material however should the group be set a task by the Digital ISA Group, the sub-group will convene to carry out the appointed task and report back to the group monthly until the task is complete.

## 7. Attendees

The group will be made up of representatives of the NWL Digital IG Group, lay partners, subject matter experts and Care professionals that reflect integrated working in NWL.



- Lay Partner
- Acute provider
- Community provider
- Mental health provider
- Primary care provider
- Social Care provider
- Subject Matter expert (where required)
- Programme team member (where required)

**CHAIR PERSON:** The chair will be elected from the core membership

Administrative functions will be supplied by a member of the group as this will be a self-sustaining group or nominated programme team member for a period of time that fulfils the task.