

Dataflows, Security and Access Sub Group

Thursday 22 February 2018 (10.00–11.00). Tele-conference.

(This meeting was postponed from 15 February when there had been technical problems with the phone call.)

MINUTES

Abhilash Abraham	IT Security & Cyber Security, NWL Collaboration of CCGs	AA
Clare Lyons	Westminster	CL
David Grange	IG Manager Patients Know Best	DG
Ernest Norman- Williams	IG Manager, BHH CCGs,	EN- W
Jo Andrews	DSIRO & Head of Information Governance, London North West University Healthcare NHS Trust	JA
Katie Stone (notes)	IG Support	KSt
Kavitha Saravanakumar	Deputy Director of Business Intelligence and Data Management, North West London Collaboration of Clinical Commissioning Groups	KSa
Laurie Slater	IG Lead, CWHHE	LS
Raj Seedher (Chair)	IG Manager, Brent Council	RS
Sophie Gomez	IG Research Officer, ICHT	SG
?? [name started with S]		
Xavier Yibowei	Programme Manager, NWL Collaboration of CCGs	XY

1. Welcomes and introductions

Raj Seedher asked everyone to introduce themselves into the meeting.

Formal apologies had been received from: Amanda Lucas, Bill Sturman, David Stone, Ian Riley, Jan Boucher and Stephen Murphy.

2. Establish quoracy

Raj Seedher confirmed that the meeting was quorate.

3. Declaring conflicts of interest

Katie Stone reminded the group that she was supplied to NWL Collaboration through Kaleidoscope Consultants.

4. Minutes of the meeting held on 21 December 2017

It was confirmed that the minutes were an accurate record of the meeting and could now be published on the web site.

5. Open action points

The action points were all reviewed and updated.

6. Access request: Hillingdon

KSa took the group through the request and explained that they were looking for a 12 month extension to a previous request. It was considered good practice by the group that they should only award six months and then ask them to return to the group again to confirm they still needed access and ensure that the request remained consistent with the uses for the data.

Action

Submit the request to the Governing Group for confirmation of the recommendation to agree for six months and then review.

7. Access request: Westminster

CL took the group through the request and explained that they were looking for a 12 month extension to a previous request. The group agreed to recommend an extension just to end May and asked CL to return for a further extension after consideration of any implications of GDPR.

Action

Submit the request to the Governing Group for confirmation

of the recommendation to agree
until May 2018 and then review.

8. Change request

KSa outlined the request to include an additional data set into the WISC warehouse. This would be CMC/urgent care plans from the Royal Marsden where the patient had consented to the plan being created. A flag would be added to the care professionals' dashboard. They were looking at whether it might be possible to link directly to the CMC or drill down and a decision had not yet been made on this.

LS expressed concerns over CMC sharing as he felt it duplicated data already included in the primary care record. It would mean GPs had to duplicate the same data in more than one system.

It was agreed that the WSIC programme would compare a sample of the data with the GP record. If it was the same (in both Systm1 and EMIS), then decision should be that the new data was not needed as it was a duplicate. If it was different, then the request should return to the sub group with an explanation as to why it was different and why it was needed. These results should be discussed with LS before a new approach is made.

Action

WSIC programme will explore further the data and whether it was duplicated. If not, they should consider what is different and why and discuss this with LS before returning to the sub group with an updated request.

9. TORs proposed for the Discover Data and Research Access Group

RS explained that he had met with the Discover team to discuss combining the sub group with a new Discover Data and Research Access Group.

The new terms of reference would be brought to a future meeting.

The proposal was that the research requests would be submitted to a Part 2 of the meeting. A second Chairman would be appointed who was independent, but had greater experience in research and ethics. The group would also seek to enhance the research-based membership.

LS wanted assurance that patients joining the Discover programme were in no way

coerced. It was explained that it was entirely up to the individual express a preference to join and they could withdraw at any time.

EN-W expressed concern over possible commercial gain. RS explained that the programme would be consistent with agreed the ISA redraft wording on commercial use. KSt stated that AL had raised the benefit of attracting investment in NWL as a potential benefit of the Discover programme.

LS asked whether any discussed had happened over the increased resources needed to cover this additional work and any potential cost implication. RS confirmed that this would need to be discussed in the Governing Group and with the Discover programme.

Action

KSt will circulate the slides from the Governing Group and the URL to the Discover web site.

10. Any other business

Imperial Patient Safety: Access to WSIC deidentified

KSa explained that the purpose of this request was whole population analysis and to support the redesign of service provision. It was noted that Dr Sanjay Gautama had agreed the request in principle and was a counter signatory to the form as Caldicott Guardian. The request included postcode, but the WSIC programme had already confirmed with them that only the first three characters would be included in the data set and this was agreed with the team.

Action

A version of the form with the postcode approach confirmed would be submitted to the Governing Group for confirmation of the recommendation to agree the access request.

11. Date of the next meeting

The next meeting was confirmed as 15 March. A decision would be taken nearer the time whether to make it a telephone meeting only. The date for notifying of agenda items was 5 March. Deadline for papers was 8 March. Papers would be issued no later than 12 March.



ACTION LOG: OPEN ITEMS

#	Date opened	Action	Who	Update	Date due	Date closed
003	23/11/2017	SUBJECT ACCESS REQUESTS: Make amendments to the letter and liaise with ENW to implement new template.	AL	EN-W stated this had not been communicated to him. He said Brent had spoken with colleagues to develop process for toolkit. Was going to get the stakeholders to review the process. The group asked to leave the item open and have an update. SARs were on the agenda of the Governing Group and patients were invited to the next meeting to discuss their concerns.		
007	23/11/2017	AZURE PROJECT: Organise an update on the Azure project from the WSIC programme.	KSt	Needs to be on future agenda – WSIC programme to confirm when ready.	15/02/2018	

#	Date opened	Action	Who	Update	Date due	Date closed
013	21/12/2017	MEETING CYCLE: KSt to raise with Sanjay Gautama as Chair of the Governing Group to see if he wants to adjust the sequence from April 2018 when the new dates are issued by PMO.	KSt	Open	18/01/2018	
014	21/12/2017	SARs and GP DATA CONTROLLERS: KSt to add GP engagement to the risk register in the event of SARs related to the WSIC data becoming overly cumbersome.	KSt	Deep dive planned on risks in March 2018.	15/02/2018	
015	21/12/2017	SARs DATA SUBJECT COMPLAINTS IR to consider the ideas as part of the WSIC programmes normal work plans and provide an	WSIC Prog		15/02/2018	



North West London Collaboration of
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#	Date opened	Action	Who	Update	Date due	Date closed
		update on any short term ideas / ICO outcomes.				

Please address all queries and change to: nwl@infogovernance.nhs.net

ACTION LOG: CLOSED ITEMS

#	Date opened	Action	Who	Update	Date due	Date closed
001	23/11/2017	QUORACY: Add quoracy and new ISA governance arrangements on agenda for Governing Group (7 December 2017)	KS	This was discussed at 7 December 2017 meeting of the GG.	07/12/2017	21/12/2017
002	23/11/2017	SECONDARY USER REQUESTS: WSIC Programme to consider ideas raised and implement where feasible.	WSIC Prog	It was expected that the WSIC programme would return to the meeting as required if develops were made.	23/11/2017	23/11/2017
004	23/11/2017	USER ACCESS PROCESS: WSIC Programme to: i) put AA in touch with the developers. ii) implement and monitor the new arrangements and move to spot checks when happy it is sound. iii) consider exception reporting options.	WSIC Prog	Closed. Changes had been reported to the Governing Group.		22 February 2018
005	23/11/2017	PEN TEST REPORT:	AA	Closed.	18/01/2018	22 February 2018

#	Date opened	Action	Who	Update	Date due	Date closed
		AA to send comments on the PEN test report direct to WSIC Programme.				
006	23/11/2017	ACTION LOG: Create a new up to date actions log	KSt	This has been created and added to the minutes for future meetings.	18/01/2018	18/01/2018
008	21/12/2017	ATTENDANCE: Participants on the call to review their attendance details above and complete anything that is incorrect or missing owing the difficulty in hearing using conference facilities.	All		18/01/2018	22 February 2018
009	21/12/2017	QUORACY: 21 December meeting was not quorate. KSt to ensure that the DSA Sub Group is discussed at GG on 18 January 2018 to reconfirm decisions.	KSt	DSA is on the agenda for 18 January 2018 joint meeting of the Governing Group and DSA sub group.	18/01/2018	22 February 2018



#	Date opened	Action	Who	Update	Date due	Date closed
010	21/12/2017	INFO MANAGERS DATA ACCESS REQUEST: Add a review date to the approval of May 2018.	KSa		18/01/2018	Closed
011	21/12/2017	INFO MANAGERS DATA ACCESS REQUEST: Ensure that this request is re-confirmed by the Governing Group at their meeting on 18 January 2018.	RS		18/01/2018	Closed. Agreed at Governing Group
012	21/12/2017	DATA ACCESS REQUEST FORM: Remove any reference to performance from the Data Access Request form as this must not be a purpose for the use of data.	WSIC Prog	New form will be brought to next meeting.	18/01/2018	On agenda 15 March 2018. Closed.
014	21/12/2017	SARs and GP DATA CONTROLLERS: KSt to add GP engagement to the risk register in the event of SARs related	KSt	Deep dive planned on risks in March 2018.	15/02/2018	

#	Date opened	Action	Who	Update	Date due	Date closed
		to the WSIC data becoming overly cumbersome.				
016	22 February 2018	Hillingdon request: Submit the request to the Governing Group for confirmation of the recommendation to agree for six months and then review.	KSa	Was discussed at GG and recommendation verified.	1 March 2018	Closed
017	22 February 2018	Westminster request: Submit the request to the Governing Group for confirmation of the recommendation to agree until May 2018 and then review.	KSa	Was discussed at GG and recommendation verified.	1 March 2018	Closed
018	22 February 2018	Data change request: WSIC programme will explore further the data and whether it was duplicated. If not, they should consider	KSa	Action needed by WSIC programme and will be brought back to a future agenda.		Closed



#	Date opened	Action	Who	Update	Date due	Date closed
		what is different and why and discuss this with LS before returning to the sub group with an updated request.				
019	22 February 2018	KSt will circulate the slides from the Governing Group and the URL to the Discover web site.	KSt	Sent with agenda for 15 March meeting.		Closed
020	22 February 2018	Imperial patient safety: A version of the form with the postcode approach confirmed would be submitted to the Governing Group for confirmation of the recommendation to agree the access request.	KSa	Was discussed at GG and recommendation verified.	1 March 2018	Closed