

## REQUEST FORM FOR INFORMATION GOVERNANCE CONSULTANCY SUPPORT

This form must be submitted via email to [nwl.infogovernance@nhs.net](mailto:nwl.infogovernance@nhs.net). **No consultancy support will be provided without the express approval of the Information Governing Group.** This group meets on a monthly basis to consider requests. You will be informed of the outcome of your request after each meeting and reasons will be given for the decision. The Governing Group expect to have oversight of IG requirements and sign-off the IG aspects of projects involving personal data. However, funding for support should usually come from the project budget as a core requirement of any project.

<b>The project title</b>	
<b>Your details</b>	Name: Position: Phone: Email:
<b>Details of the project lead who will work with the IG consultants (if different)</b>	Name: Position: Phone: Email:
<b>Short description of the project and why Information governance advice is needed</b>  <i>You may wish to attach a short paper or slide presentation if you have already prepared one for another purpose and it explains your plans.</i>	
<b>How critical is the IG advice to your project milestones?</b>	
<b>Is your request urgent?</b>  <i>If so, please state why and give the deadline by which the advice must be given</i>	
<b>Do you have any IG expertise within the project team?</b>	



<p><b>Project budget: have you budgeted for IG technical support in your project budget? How much (value / time)?</b></p>	
<p><b>Do you need an IG expert to attend a meeting? <i>Please specify the meeting name, the purpose of attendance and the date / time (plus alternative if available)</i></b></p>	
<p><b>Please briefly describe the sort of data used in your project (eg personal, sensitive personal, etc.)?</b></p>	
<p><b>Please briefly describe any recipients of your data and what arrangements are in place?</b></p>	
<p><b>Systems: does your project involve introducing a new system? Have you assessed systems that are already available that do something similar?</b></p>	
<p><b>Has the project been approved by any other groups (Portfolio Board? Technical Design Authority?) Please include a summary of any issues they have raised.</b></p>	
<p><b>Date submitted this form</b></p>	
<p>Please submit this request to <a href="mailto:nwl.infogovernance@nhs.net">nwl.infogovernance@nhs.net</a>.</p> <p>The requests are considered at the next available meeting. If it is agreed that your request is urgent it may be decided (in part or in full) by Chair's action outside this meet cycle, although the decision will be reviewed and confirmed or adjusted at the next meeting.</p>	

<b>FOR INTERNAL USE ONLY</b>	
External consultant assessment of time and cost	
Request discussed	Meeting: Date:
Detail of decision made	
If urgent chair's action: what exactly is agreed (any limits, etc.)?	
Who made the decision	Name:
Next action (eg feedback to project or contact from consultant, etc.)	