

Process for reporting information governance incidents arising from CRN East Midlands funded activities

V.05 (15 April 2019)

Change Control

Version	Date	Authors	Changes made
v.03	01.02.2016	Elizabeth Moss and Carl Sheppard	Original document
v.04	29.03.2019	Elizabeth Moss and Carl Sheppard	Updated with staffing changes and included reference to GDPR
v.05	15.04.2019	Elizabeth Moss and Carl Sheppard	Updated with changes to details for IG contacts at CRN East Midlands Partner organisations

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1. Introduction

The NIHR Clinical Research Network Coordinating Centre (CRN CC) expects all Local Clinical Research Networks (LCRNs) to have a process in place to report Information Governance (IG) incidents of a severe/significant nature arising from LCRN funded activities to the CRN IG Manager using the dedicated mailbox: crncc.ig@nhr.ac.uk. Incidents of a severe/significant nature may typically include:

- Breach one of the principles of the Data Protection Act, General Data Protection Regulation (GDPR) and/or the Common Law Duty of Confidentiality.
- Unlawful disclosure or misuse of confidential data, recording or sharing of inaccurate data, information security breaches and inappropriate invasion of people's privacy.
- Personal data breaches which could lead to identity fraud or have other significant impact on individuals.
- Unauthorised disclosure of business information and potential confidentiality breach resulting in reputational damage.

The CRN CC expects to be notified by the LCRN within 2 - 4 working days of the said breach. CRN East Midlands has established this IG reporting process so as to ensure we can report any incidents arising within 2 – 4 working days of notification from our Partner organisations to the NIHR CRN Coordinating centre.

2. CRN East Midlands IG Leads

The CRN East Midlands is required to have in place an Information Governance Lead, whose role is to ensure prompt reporting of any IG events, as they arise. In addition to an IG Lead for the Network, there is an expectation that Partner organisations have a responsibility to manage and report any IG incidents through their existing procedures, within each organisation. The IG Leads for our Partner organisations are listed in Appendix 1 to this document.

Research Delivery

Any IG incidents arising from research delivery activities within Partner organisations will be reported to:

Penny Scardifield, Network Senior Research Nurse, penny.scardifield@nhr.ac.uk

LCRN Business

LCRN Business incorporates the Study Support Service (SSS), Finance, Business Intelligence, Workforce Development, Communications and PPIE activities. Any IG incidents arising from these business areas are to be reported to:

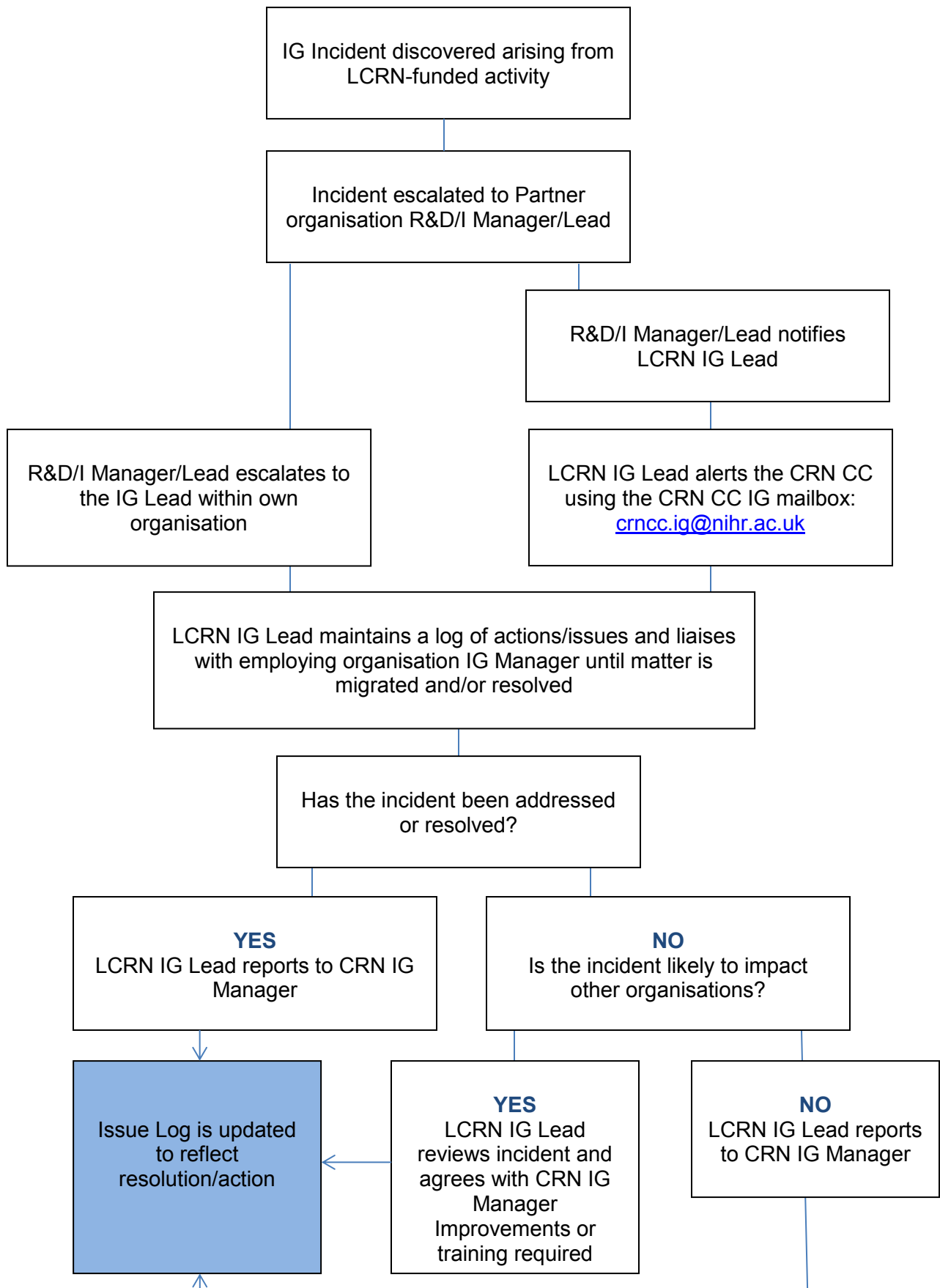
Kathryn Fairbrother (Finance/Business Intelligence), kathryn.fairbrother@nhr.ac.uk

Michele Eve (Workforce Development), michele.eve@nhr.ac.uk

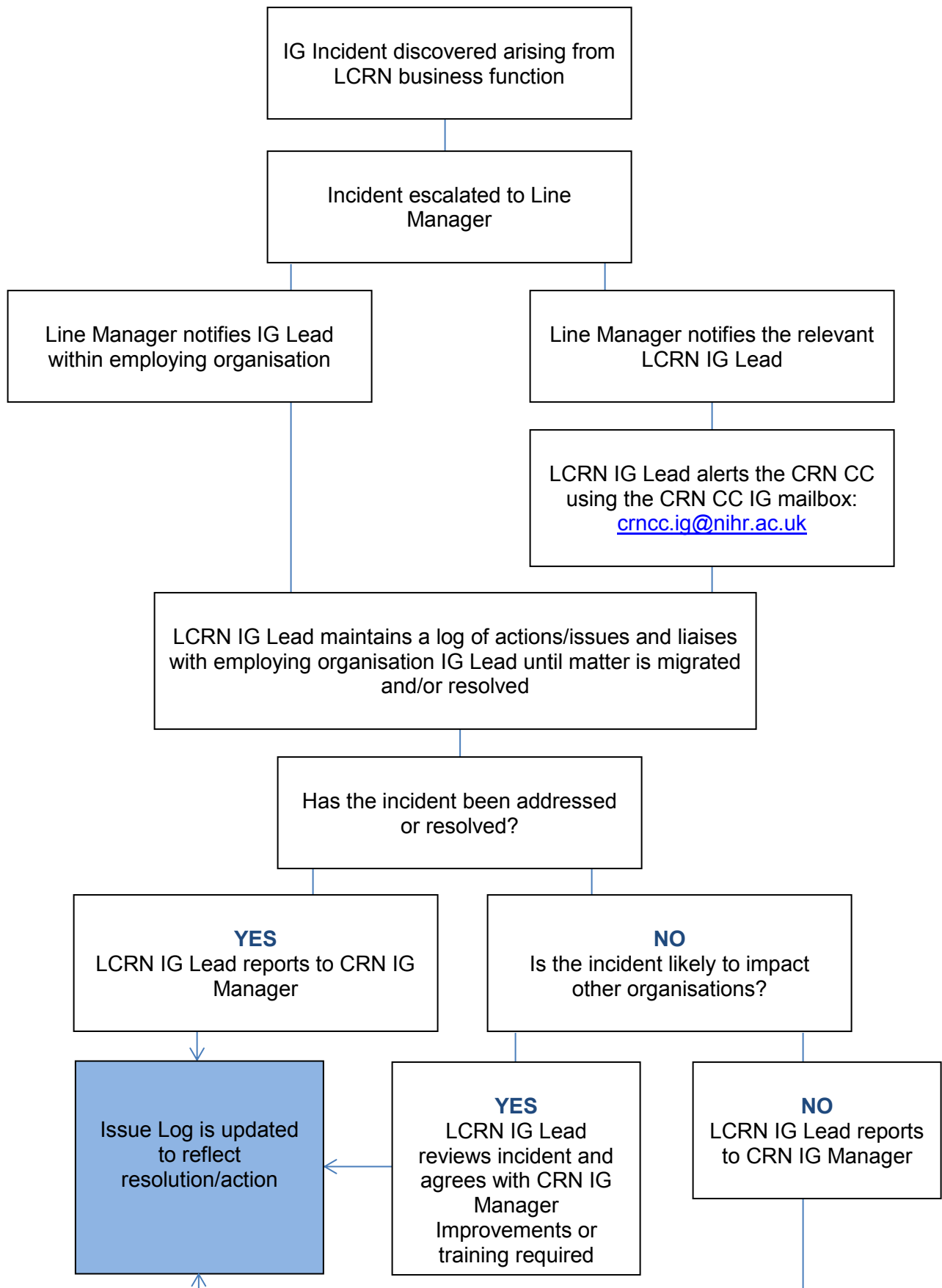
Daniel Kumar or Roz Sorrie-Rae (Study Support), daniel.kumar@nhr.ac.uk / roz.sorrie-rae@nhr.ac.uk

Elizabeth Moss / Carl Sheppard (any other matters) elizabeth.moss@nhr.ac.uk / carl.sheppard@nhr.ac.uk

3. Process for IG incidents arising from Research Delivery in Partner organisations



4. Process for IG incidents arising from LCRN Business



Appendix 1. IG contacts for CRN East Midlands Partner organisations

Partner organisation	IG contact	Job title	Email
Chesterfield Royal Hospital NHS Foundation Trust	Natalia Bailey	Information Governance Specialist	natalia.bailey@nhs.net
Derbyshire Community Health Services NHS Foundation Trust	Hannah Edwards	Information Development Manager	hannah.edwards@nhs.net
Derbyshire Healthcare NHS Foundation Trust	William Presland	Information Standards Lead	william.presland@nhs.net
East Midlands Ambulance Service NHS Trust	Jeanette Kirk	Information Governance Manager	jeanette.kirk@emas.nhs.uk
Kettering General Hospital NHS Foundation Trust	Jonathan West	Information Governance Specialist	jonathan.west1@nhs.net
Leicestershire Partnership NHS Trust	Sam Kirkland	Records, Transformation and Information Governance Manager	sam.kirkland@leicspart.nhs.uk
Lincolnshire Community Health Services NHS Trust	Kaz Scott	Information Governance Manager	kaz.scott@lincs-chs.nhs.uk
Lincolnshire Partnership NHS Foundation Trust	Kathryn Scully	Team Leader Information Governance, Records and Privacy	kathryn.scully@lpft.nhs.uk
Northampton General Hospital NHS Trust	Sally Shocklidge	Head of Data Quality, Security and Protection	sally.shocklidge@ngh.nhs.uk

Partner organisation	IG contact	Job title	Email
Northamptonshire Healthcare NHS Foundation Trust	Sarah Ratcliffe	Head of Clinical Systems and Governance/Data Protection Officer and LGSS on behalf of Northamptonshire Healthcare NHS Foundation Trust	sarah.ratcliffe@nhft.nhs.uk
Nottingham University Hospitals NHS Trust	Rory King	Information Governance Manager	rory.king@nuh.nhs.uk
Nottinghamshire Healthcare NHS Foundation Trust	Joy Fisher	Clinical Information Systems Manager	joy.fisher@nottshc.nhs.uk
Sherwood Forest Hospitals NHS Foundation Trust	Jacque Widdowson	Information Governance Manager & Data Protection Officer	jacque.widdowson@nhs.net
United Lincolnshire Hospitals NHS Trust	Maria Tute	Information Governance Manager	maria.tute@ulh.nhs.uk
University Hospitals of Derby and Burton NHS Foundation Trust	Anne Woodhouse	Head of Information Governance	anne.woodhouse1@nhs.net
University Hospitals of Leicester NHS Trust	Saifal Choudhury	Head of Privacy	saiful.choudhury@uhl-tr.nhs.uk