

**RECOVERY
FOCUS**



**INFORMATION GOVERNANCE.
GET INFORMED.**

WHAT IS INFORMATION GOVERNANCE?

Information governance (IG) is a framework which brings together legal rules, guidance and good practice to ensure that we can be trusted to handle information in a confidential and secure way.

WHO IS RESPONSIBLE?

Everyone is responsible for complying with IG. It's our legal and ethical duty to ensure that information about our staff and people we support is handled securely and sensitively.

WHAT ARE THE CONSEQUENCES OF IRRESPONSIBLE DATA SHARING?

How would you feel if you discovered that others were misusing your information? Sharing identifiable or personal information about an individual could potentially cause extreme distress or damage. Not only this, data breaches compromise our good reputation and can incur criminal prosecutions and fines of up to £500,000.

Avoid data breach horrors by following the rules of HORUS

Held – data should be held securely and confidentially

Obtained – data should be obtained fairly and efficiently

Recorded – data should be recorded accurately and reliably

Used – data should be used effectively and ethically

Shared – data should be shared appropriately and lawfully

HORUS is the standard best practice guidelines from the NHS IG Toolkit.

REMIND YOURSELF...



Do you understand the principles of IG?

If you're unsure, it's important that you do some research. There are plenty of resources to help you, just ask your line manager.



Are you authorised to view and share information?

Is your information up to date and accurate? Have you obtained consent? Do you know what information you can and can't share with third parties?



Are you handling information securely?

Remember to turn off computer screens, keep answering machine messages discreet, and encrypt all memory sticks and logins with secure passwords. Ask IT for help if you're not sure how to do this.

Double check you're sending emails to the right person, sending documents to the correct printers and sending letters to the correct address.



Are you reporting data breaches?

As an organisation, we can only improve our information governance if people report breaches when they encounter them. It's good to report data breaches and you can do so through your manager or IG lead.



Have you completed our IG e-learning package?

You need to refresh your IG e-learning every 12 months to help you get all the IG knowhow you need to handle information safely.

Information governance applies to **you**.

