

## Information Governance Policy

**Young Epilepsy will set out and promote a culture of good practice around the ethical, secure and confidential processing of information and use of information systems to support the provision of high quality care**

Young Epilepsy is committed to upholding Information Governance (IG) standards, as outlined in law and in the NHS Digital Data Security & Protection Toolkit (DSPT), to ensure that the organisation and all persons working on behalf of the Charity:

- Hold information securely and confidentially
- Obtain information fairly and efficiently
- Record information accurately and reliably
- Use information effectively and ethically
- Share information appropriately and lawfully

All employees are responsible for ensuring that Young Epilepsy adheres to Information Governance standards as outlined in this policy and its related procedures and guides. All employees are required to attend internal Information Governance training relevant to their job roles and to complete an annual e-learning module, as part of the DSPT's requirements.

This policy is supported by the following procedures, for which there are also, more detailed guides available:-

- CCTV;
- Confidentiality;
- Data Protection;
- Information Governance;
- Information Risk Management.

The policy and its related procedures and guides have been drafted to meet the organisation's requirements in:-

- Statute (e.g. General Data Protection Regulation, Data Protection Act 2018);
- Common law (e.g. common law duty of confidentiality);
- Regulatory requirements (e.g. Care Quality Commission, Ofsted);
- Professional standard (e.g. GMC) ; and
- Other best practice standards (e.g. relevant Codes of Practice).

Young Epilepsy has appointed a Senior Information Risk Owner, who oversees the Information Governance risk management within the organisation, as part of the Exec team. The Charity has also appointed a Data Protection Officer responsible for data protection and reporting on Information Governance issues to the Trust Board.

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**This procedure is agreed by the Chair of the Board and Chief Executive Officer and will be implemented by all Departments.**

**Signed:**

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**Date:** .....

**Tim Moore, Director of Business Development  
& Senior Information Risk Owner**

Date of next review: 31 March 2020

Director of Resources

**Signed:**

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**Mark Devlin, Chief Executive Officer**