



YORLMC LIMITED

Information Governance Policy

YOR Local Medical Committee Limited (YORLMC Ltd) works in conjunction with Bradford & Airedale Local Medical Committee (BA LMC) and North Yorkshire Local Medical Committee NY LMC) and is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire, the City of York, Bradford, Airedale, Wharfedale & Craven districts. YORLMC Ltd is a gateway to pastoral care and provides personal and confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

1. Introduction

Information is a vital asset in terms of the efficient management of services and resources within YORLMC Ltd. It plays a key part in internal governance, service planning and performance management. It is therefore of paramount importance that information is efficiently managed, and that appropriate policies, procedures, management accountability and structures provide a robust governance framework for information management.

2. Purpose of the policy

This Information Governance policy provides an overview of YORLMC Ltd:

- approach to information governance
- a guide to the procedures in use
- details about the information management structures within YORLMC

3. YORLMC's approach to Information Governance

YORLMC undertakes to implement information governance effectively and will ensure the following:

- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Information will be supported by the highest quality data
- Regulatory and legislative requirements will be met
- Business continuity plans will be produced, maintained and tested
- Information governance training will be available to staff employed within YORLMC's Corporate Affairs Team as necessary to their role
- All breaches of confidentiality and information security, actual or suspected, will be reported and investigated

4. Procedures in use by YORLMC

This Information Governance policy is underpinned by the following procedures:

- Records management procedure that sets out how information will be created, used, stored and disposed of
- Access control procedure that sets out procedures for the management of access to computer-based information systems
- Information handling procedure that sets out procedures around the transfer of confidential information
- Incident management procedure that sets out the procedures for managing and reporting information incidents
- Business continuity plan that sets out the procedures in the event of a security failure or disaster affecting computer systems

5. Staff guidance provided within YORLMC

Staff compliance with the procedures is supported by the following guidance material:

- Records management: guidelines on good record keeping
- Staff confidentiality code of conduct: sets out the required standards to maintain the confidentiality of information; obligations around the disclosure of information and appropriately obtaining consent where relevant
- Access control: guidelines on the appropriate use of computer systems
- Information handling: guidelines on the secure use of information
- Using mobile computing devices: guidelines on maintaining confidentiality and security when working with portable or removable computer equipment
- Information incidents: guidelines on identifying and reporting information incidents.

6. Officers and Directors working under contracts for services

- Officers and Directors discharging their duties on behalf of YORLMC Ltd are required to undergo yearly refresher training as provided by their primary employer
- Officers and Directors are required to submit the renewal date of their information governance training to the Corporate Affairs Team

7. Responsibilities and accountabilities

The designated Information Governance lead for YORLMC is the Chief Executive

- The key responsibilities are:
 - Developing and implementing IG procedures and processes for YORLMC
 - Raising awareness and providing advice and guidelines about IG to all staff
 - Ensuring that any training made available is taken up
 - Coordinating the activities of staff employed within YORLMC's Corporate Affairs Team given data protection, confidentiality, information quality, records management and Freedom of Information responsibilities
 - Ensuring that information is kept secure and that all data flows, internal and external are periodically reviewed
 - Monitoring information handling by staff employed within YORLMC's Corporate Affairs Team to ensure compliance with law, guidance and local procedures

- Ensuring members/constituents are appropriately informed about YORLMC information handling activities

The [Directors of YORLMC](#) are responsible for ensuring that sufficient resources are provided to support the effective implementation of IG in order to ensure compliance with the law and where relevant, any professional codes of conduct.

All individuals, Directors, Contractors and employees are responsible for ensuring that they are aware of and comply with the requirements of this policy and the procedures and guidelines produced to support it.

8. Approval

This policy is supported by the Board of YORLMC and will be reviewed annually

Date	Author	Document History
October 2021	Management Team, YORLMC Ltd	
Feb 2022	As above	Copyright updated
Mar 2022	As above	Updated introductory paragraph
December 2023	As above	Update to 6)