

Req no	NHS Information Governance Toolkit V7 - IG Assurance Key requirements
101	Does the organisation have adequate governance in place to support the current and evolving Information Governance agenda?
102	How would you assess your organisation's ability to access expertise across the Confidentiality & Data Protection Assurance agenda?
103	How would you assess your organisation's ability to access expertise across the Information Security agenda?
107	Does the organisation have a comprehensive Board endorsed Information Lifecycle Management Policy/Strategy and implementation plan?
108	Has the organisation implemented robust Information Governance arrangements in order to ensure the NHS CFH Statement of Compliance is satisfied.
109	Does the organisation ensure that staff and those working on behalf of the ORGANISATION comply with the terms and conditions set out on the Registration Authority Form (RA01)?
110	Does the organisation ensure that it has formal contractual arrangements that include compliance with information governance requirements, with all contractors and support organisations?
111	Does the organisation ensure that all individuals carrying out work on behalf of the organisation have employment contracts which require compliance with information governance standards?
113	Does the organisation assess staff training needs and ensure job/role specific information governance training is provided to all staff?
121	Does the organisation have a Board level Senior Information Risk Owner (SIRO) who takes ownership of the organisation's information risk policy, acts as advocate for information risk on the board and provides written advice to the accounting officer on the content of their Statement of Internal Control in regard to information risk?
201	Does the organisation have a confidentiality code of conduct that provides staff with clear guidance on the disclosure of personal information?
202	Does the organisation ensure that service users are generally asked before their personal information is used in ways that do not directly contribute to, or support the delivery of, their care and that service users' decisions to restrict the disclosure of their personal information are appropriately respected?
203	Does the organisation ensure that patients are informed about the proposed uses of their personal information and the importance of providing accurate information to NHS staff?
208	Has the organisation mapped all flows of person identifiable information, assessed risks in line with Department of Health guidelines and put in place safe haven procedures for all routine flows of person identifiable information to the organisation?
209	Does the organisation ensure that all person identifiable data processed outside of the UK complies with the Data Protection Act 1998 and Department of Health guidelines?

210	Does the organisation ensure that all new processes, software and hardware, comply with confidentiality and data protection requirements?
301	Does the organisation have a formal information security risk assessment and management programme that is adequately documented, implemented and regularly reviewed?
302	Does the organisation have documented and accessible information security event reporting and management procedures in place that are explained to all staff?
303	Has the organisation established business processes that ensure all staff smartcards and access profiles issued are appropriate and satisfy their obligations as Registration Authorities?
305	Does the organisation ensure that operating and application information systems under its control support appropriate access control functionality?
307	Has the organisation established a register of all its major information assets and assigned responsibility or 'ownership' for each?
308	Does the organisation ensure that digital information shared with other organisations is secured in transit?
313	Does the organisation have appropriate procedures in place to ensure that communication networks under the organisation 's control operate in a secure manner?
314	Does the organisation have appropriate procedures for ensuring that mobile computing and teleworking are conducted in a secure manner?
401	Does the organisation have a strategy to ensure the correct NHS Number is recorded for each active patient and ensure that it is used routinely in clinical communications?