



Information Governance Support Pack

PCTI Solutions Document

Version: 0,1

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Document Information

Ownership

PCTI Document Owner Information Governance Executive Lead	Mark Forrest Wendy Clark
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Author	Stage	Description	Version ¹
Mark Forrest	Version	First Draft	0,1
		Published	1,0

Information Governance Breaches

Incident Number	Incident Date	Description	Category

IG Training Tool ODS CODE: **8HP20**

Data Protection Registration Number: **Z5235627**

Information Governance Assurance Statement

1. All organisations that have either direct or indirect access to NHS CFH services¹, including N3, must complete an annual Information Governance Toolkit Assessment and agree to the following additional terms and conditions. Where the Information Governance Toolkit standards are not met to an appropriate standard (Minimum level 2), an action plan for making the necessary improvements must be agreed with the Department of Health Information Governance Policy team or with an alternative body designated by the Department of Health (e.g. a commissioning organisation).
2. All organisations providing indirect access² to NHS CFH services for other organisations (approved N3 link recipients), are required to provide the Department of Health, on request, with details of all organisations that have been permitted access, the business justification and the controls applied, and must maintain a local log of organisations to which they have allowed access to N3. This log should be reviewed regularly by the organisation and unnecessary access rights removed. The Department of Health or an alternative body designated by the Department of Health may request sight of these logs in order to facilitate or aid audit or investigations.
3. The approved N3 link recipient is responsible for their compliance with IG policies and procedures and may request authorisation by the Department of Health to monitor and enforce the compliance and conduct of subsidiary connected organisations and suppliers to ensure that all key information governance requirements are met.
4. The use of NHS CFH Services should be conducted to support NHS business activities that contribute to the care of patients. Usage of individual services must be conducted inline with those individual services requirements and acceptable use policies. The use of NHS CFH provided infrastructure or services for unauthorised advertising or other non-healthcare related activity is expressly forbidden.
5. All threats or security events affecting or potentially affecting the security of NHS CFH provided infrastructure or services must be immediately reported via the NHS CFH incident reporting arrangements or via local security incident procedures where applicable.
6. All infrastructure and connections to other systems and networks which are not covered by an approved Information Governance Toolkit Assessment and agreement to this IG Assurance Statement must be segregated or isolated from IGT covered infrastructure and connections such that IGT covered infrastructure and connections, or NHS CFH Services are not put at risk. A Logical Connection Architecture diagram must be maintained by network managers in accordance with NHS CFH guidance and must be provided for Department of Health review on request.
7. Organisations with access to NHS CFH Services shall ensure that they meet the requirements of the Department of Health policy on person identifiable data leaving England, or being viewed from overseas. A copy of the Information Governance Offshore Support Requirements applicable to those accessing NHS CFH Services is available on request or can be downloaded from <http://www.connectingforhealth.nhs.uk/igsoc>. The agreement of the Department to this limited support or exceptionally to more extensive processing must be explicitly obtained.
8. Where another network is connected to N3, only services that have been previously considered and approved by the Department of Health as appropriate for that network are

permissible. Requests for new or changed services must be provided to the Department for consideration.

9. Organisations may not create or establish any onward connections to the N3 Network or NHS CFH provided services from systems and networks which are not covered by an approved Information Governance Toolkit Assessment and agreement to this IG Assurance Statement.
10. The approved organisation shall allow the Department of Health, or its representatives, to carry out ad-hoc on-site audits as necessary to confirm compliance with these terms and conditions and with the standards set out in the Information Governance Toolkit.

Information Governance Assurance Statement

PCTI Solutions LTD confirm that we have read, understood and agree to comply with the additional terms and conditions that apply to organisations that have access to NHS CFH services and acknowledge that failure to maintain compliance may result in the withdrawal of NHS CFH services.

¹ NHS CFH Services include the N3 network and other national applications or services provided by NHS CFH, e.g. Choose and Book and NHSmail.

² Access to the N3 network or NHS CFH Services via another organisation or gateway.