

Date: **6 June 2019**

Our reference: **FOIRQ5221**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your request below:

Your Request and Our Response (in bold)

Please could you provide me with the following documentation and details?

Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust') is a single site, specialist tertiary paediatric trust. We have responded to your questions below:

1. *Any policies, SOPS and documented procedures and processes relating to how the privacy officer role is carried out for your organisation*

The following information was extracted from our existing Information Governance Policy, which is currently under review. Please see note below**

"3.7. Privacy Officer

Responsible for monitoring the correct and suitable usage of NHS Care Records Service compliant systems, most likely delegated by the Caldicott Guardian,

Investigates alerts of potential breaches"

2. *Any policies, SOPS and documented procedures and processes relating to privacy in general*

Please see attached copies of the main policies relevant to Information Governance below:

**Information Governance Policy **
Information Sharing Protocol
Confidentiality Policy**

Please Note: **The Information Governance Policy is currently under review at the time of receiving your request for information on 09/05/2019. The information is intended for future publication after

the review has been completed and approved. Section 22 (Information intended for future publication) exempts information that is under review and is expected to be available at a later date; we anticipate for the updated policy to be available in August 2019.

3. *Any policies, SOPS and documented procedures and processes relating to how your organisation monitors and checks Summary Care Record alerts*

The Trust has limited use of Summary Care Records (SCR) and has very limited SCR user access. In reviewing the Information Governance Policy has identified the role of Privacy Officer should also be reviewed; which is currently being undertaken in line with the national guidance set out in the following website link:

<https://digital.nhs.uk/services/summary-care-records-scr/information-governance-for-scr>

4. *Is your Privacy Officer a stand alone role, or amalgamated into another role*
- a. *If amalgamated please confirm which job role covers these requirements* **Head of Information**
- b. *If possible can you provide approximately how much working time is allotted to this role.* **The Trust does not record this information and cannot provide an approximate time as requested.**

Please note:

The information provided under the Freedom of Information Act 2000 is the information held on the date your request was received by the Trust.

We trust the information provided is sufficient and helped to answer any issues, concerns or questions. Should you have any further queries in relation to this request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

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Yours sincerely

Freedom of Information team

Great Ormond Street Hospital for Children NHS Foundation Trust

Email: foiteam@gosh.nhs.uk

[Enclosed – Your rights – see next page]

Your Rights

If you are dissatisfied with the response you have received to your request for information, please contact the FOI team and quote your reference number on all correspondence relating to your request.

You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team
Great Ormond Street Hospital
LONDON
WC1N 3JH

If you are still not satisfied with your response, you also have the right to appeal to the Information Commissioner.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF