



Health Research Authority

INFORMATION GOVERNANCE INFORMATION PRIVACY CHARTER

Author:	Corporate Secretary (SIRO)
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Approved By:	Executive Management Team
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Owner:	Corporate Secretary (SIRO)
Scope of Policy:	HRA

BACKGROUND

Information is a vital asset and has a crucial role in the effective management, planning, performance review and provision of a responsive service for all our users.

When handling information the HRA wishes to ensure directly employed staff, secondees, agency workers, contractors and volunteers including Research Ethics Committee (REC), Social Care REC, Confidentiality Advisory Group (CAG) and National Research Ethics Advisory Panel (NREAP) members manage that information and in particular sensitive or confidential information in compliance with the government's information governance requirements and in accordance with relevant legislation.

This is done through:

- the development of a culture of confidentiality and care when handling information;
- appropriate policies, procedures, accountability and management structures that provide a robust governance framework for information management; and
- supporting staff by the provision of training where appropriate.

CHARTER

This Information Charter applies to all aspects of the HRA's work.

PERSONAL INFORMATION

There are few occasions where we will collect personal data but when we do, we undertake to:

- Make sure you know why we need the information;
- Avoid collecting irrelevant information;
- Protect your information and make sure only relevant people have access to it;
- Let you know if we share your information with other organisations - and where possible to give you the option of saying no;
- Make sure we only keep your information as long as necessary;
- Not to make your personal information available for commercial use without your permission;

AND

- Comply with the law, including the Data Protection Act 1998.

For information about gaining access to your personal data or raising a concern about standards contact us at: contact.hra@nhs.net

If you would like to seek any independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at: www.ico.gov.uk

INFORMATION GIVEN WITH AN ASSUMPTION OF CONFIDENTIALITY

We understand that those using our services will expect from the HRA an efficient and confidential service. We undertake to:

- Keep your information confidential except where you have agreed otherwise;
- Ensure your application is treated with care and only relevant people have access to it;
- Only share your application with third parties if it supports the management and review of your application or with your agreement;
- Consult you if your application is subject to a Freedom of Information request;
- Ensure any meeting room where your application is discussed is confidential and arrangements are made to confidentially destroy surplus copies of your paperwork; and
- Ensure your application is confidentially filed, archived and destroyed as appropriate.

Information Governance: Related Policy, Procedure and Guidance Documents

Name	Supporting Documents
HRA IG Confidentiality Code of Conduct	
HRA IG Privacy Charter	
HRA Information Governance & Security Policy	HRA IG Security Incident Report Form
	HRA IG Security Acceptable Use Guidelines
	HRA IG Clear Desk & Screen Guidance
	HRA IG Do's & Don'ts Guidance
	HRA IG Social Networking & Online Security Guidance
	HRA IG Keeping Confidential Information Secure Guidance
HRA IG Risk Management Policy	
HRA IG NHS Mail Acceptable Use Policy	
HRA IG Forensic Readiness Policy	
HRA IG Forensic Readiness Information Request Form	

Dissemination and publication of the procedure

The HRA Quality Assurance Department is responsible for logging the approved version of the policies, procedures and associated documents onto the Document Control System and the subsequent publication on the intranet and website.

All versions are logged onto the Document Control System and published on the intranet and website.

No other copies are stored on the Shared drive or on personal drives.

If changes are required to the document a copy can be obtained from the HRA Quality Assurance Business Manager.

EQUALITY AND PRIVACY SCREENING QUESTIONS			
FOR EVERY HRA POLICY (<i>defined by the Equality and Human Rights Commission (EHRC) as a function, strategy, procedure, practice, project, or decision</i>) PLEASE ANSWER THE QUESTIONS BELOW TO DETERMINE WHETHER FURTHER ANALYSIS IS REQUIRED.		YES / NO	If yes, please copy and complete either the HRA Initial Equality Analysis and / or Initial Privacy Impact Assessment Template below. This one document can be found on the Intranet.
Equality	With due regard to our Equality Duty, could this policy have the potential to have a detrimental impact on anyone with a protected characteristic?	NO	
Privacy	With due regard to the Data Protection Act, does this policy involve the use of Personal Information?	NO	

<p>Author to type in name and date to verify analysis.</p> <p>(If further analysis is required, the Corporate Secretary must be informed).</p>	<p>NAME: Stephen Robinson</p> <p>DATE: 25th June 2015</p>
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Document Control

Change Record

Version Status	Date of Change	Reason for Change
V1.0		New document
V1.1	18/08/2015	Replaces all previous versions for ISO 9001
V 1.2	30.11.15	Minor amends from Audit 16.10.15

Reviewers

Name (name of reviewer and/or management group reviewing)	Date	Version Reviewed
IGSG Committee	July 2015	V1.1
EMT	July 2015	V1.1
S Robinson	16/11/2015	V1.2

Distribution of Approved Versions

Platform (e.g. HRA intranet or website)	Date of Publication	Version Released
HRA Intranet	18/08/2015	V1.1 Final
HRA Intranet	30/11/2015	V1.2 Final