

**FOI REQUEST NUMBER: 5293**

I would like information about the Information governance structure in your organisation.

**1) Please can you provide me with a copy of the IG Structure within your organisation?**

Please see attached

**2) Do you have an information security manager?**

We have an Information Systems Security Specialist based within ICT who leads on IT security and Information assets

- **If so, what Grade/Band are they on?** Band 7
- **On what date was the post put on that grade?** At time of appointment- February 2013
- **What qualifications are required for this role in your organisation?** See extract from person specification below.

Criteria for Selection	Essential Requirements
Qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent in computing or related field.</li> <li>• ISEB Practitioner Certificate in Information Systems Security Management</li> <li>• Minimum 5 years' experience in a professional ICT support environment, preferably including systems management.</li> <li>• Project Management qualification or proven experience of 2 years</li> </ul>

- **Please can you provide me with a copy of the job description for the information security manager – or the Job description for the person who is undertaking these duties if you do not have a specific post for this.** Please see attached

**3) Do you have a Records Manager or Records Lead?**

We have functions with responsibility for corporate and clinical records management in the Trust. The answers below relate to Clinical records management. Answers for corporate records are covered under question 5 below as they form part of the remit of the Head of IG.

- **If so, what Grade/Band are they on?** Band 7
- **On what date was the post put on that grade?** December 2007
- **What qualifications are required for this role in your organisation?** See extract from person specification below.

Criteria for Selection	Essential Requirements
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree (or equivalent experience)</li> <li>• Evidence of on-going personal development</li> </ul>

- Does the person currently in this post have those qualifications? Yes
- Please can you provide me with a copy of the job description for the Records Manager or Records Lead – or the Job description for the person who is undertaking these duties if you do not have a specific post for this. Please see attached

4) Do you have a privacy officer? The roles and responsibilities of the privacy officer are picked up through various roles in the organisation at different levels and within different areas. We do not have a separate job description for this role or someone whose sole role is privacy.

- If so, what Grade/Band are they on?
- On what date was the post put on that grade?
- What qualifications are required for this role in your organisation?
- Does the person currently in this post have those qualifications?
- Please can you provide me with a copy of the job description for the privacy officer – or the Job description for the person who is undertaking these duties if you do not have a specific post for this.

5) Do you have an IG Manager?

Yes as per structure chart the person with responsibility for IG is our Head of IG.

- If so, what Grade/Band are they on? 8a
- On what date was the post put on that grade? July 2016
- What qualifications are required for this role in your organisation? See extract from person specification below.

Criteria for Selection	Essential Requirements
Qualifications	<ul style="list-style-type: none"> <li>• Educated to Masters, or First degree with appropriate postgraduate courses or substantial experience to comparable level</li> <li>• Professional qualification(s) in information governance fields.</li> <li>• Extensive knowledge of the NHS Information Governance framework and the Information governance Toolkit</li> </ul>

- Does the person currently in this post have those qualifications? Yes

- **Please can you provide me with a copy of the job description for the IG Manager – or the Job description for the person who is undertaking these duties if you do not have a specific post for this. Please see attached**

**6) Do you have Head of Information governance?**

Yes as per structure chart the person with responsibility for IG is our Head of IG. Please see answers to question 5.

- **If so, what Grade/Band are they on?**
- **On what date was the post put on that grade?**
- **What qualifications are required for this role in your organisation?**
- **Does the person currently in this post have those qualifications?**
- **Please can you provide me with a copy of the job description for the Head of Information governance – or the Job description for the person who is undertaking these duties if you do not have a specific post for this.**

**7) Do you have a Data Protection officer / lead?**

The Head of IG takes on the Data Protection Officer/ Lead role for the Trust. Please see answers to question 5.

- **If so, what Grade/Band are they on?**
- **On what date was the post put on that grade?**
- **What qualifications are required for this role in your organisation?**
- **Does the person currently in this post have those qualifications?**
- **Please can you provide me with a copy of the job description for the Head of Information governance – or the Job description for the person who is undertaking these duties if you do not have a specific post for this.**