Guidance Archive for New Starters
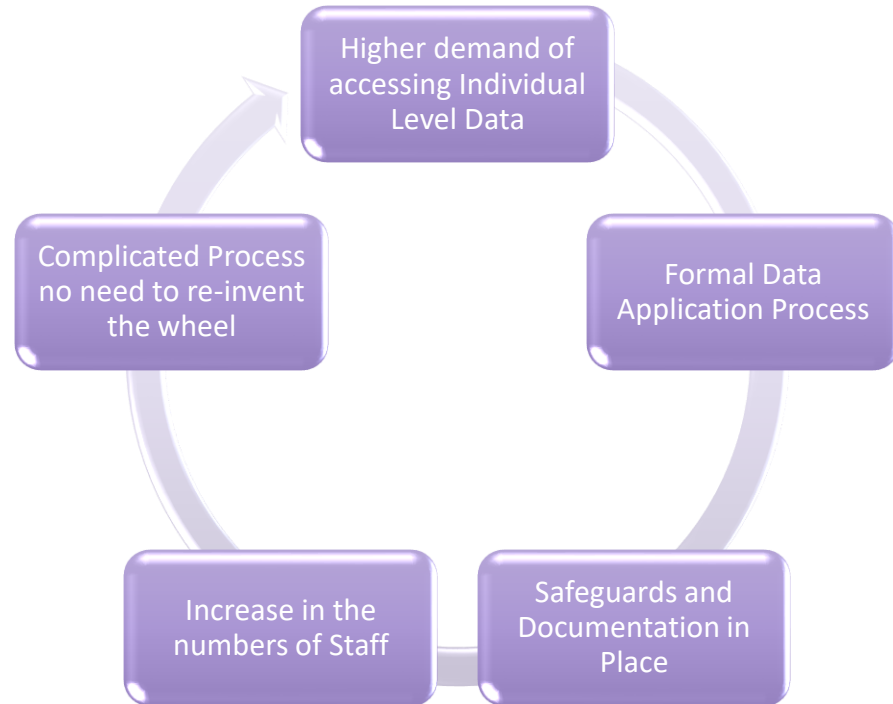
Yannis Kotrotsios, Cancer Research UK
Senior Data Governance and Access Officer

CANCER
RESEARCH
UK

Together we will beat cancer

Project Overview – Rationale and Aims

Higher demand of accessing Individual Level Data

Formal Data Application Process

Safeguards and Documentation in Place

Increase in the numbers of Staff

Complicated Process no need to re-invent the wheel

The project's aims is to create a "**Guidance Archive**" where we can store **Knowledge** and **Materials** that will help new members to familiarise with the profession.

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A portal for people to request help, find training resources and examples of good practise in the IG regime.

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Support for New Starters and IG Stuff who need a hand to submit successful Data applications.

Project Overview – Working Groups

- **Safe Data Access Professionals (SDAP):** Purpose to facilitate sharing of expertise, best practice and knowledge between organisations engaged in providing secure access to confidential sources of data from the health and social science research sector.

- **Health Research IG Group (HRIGG):** Part of London SIGNs' Forum with purpose to provide a support network for Information Governance professionals across charities and health research organisations offering support and knowledge sharing for any information governance issues and encouraging best practice.

- **NHS-HE Information Governance Working Group (NHS-HE-IGWG):** This group!!

10th August 2020 – Meeting Trevor Peacock, Yannis Kotrotsios, Christine Woods and James Scott

Use SDAP's website to Archive the materials

Project Overview – Key Deliverables

Work in progress documents – Input from all

- **Glossary:** A central location where people can find the definition of the most usual acronyms and terms used in IG.
- **Training Opportunities available for staff:** Data literacy curriculum that can help people locate different training materials.
- **A "Map" between the DSPT requirements and ISO27001 and Cyber Essentials:** How different these two are?

Case Studies for different subsets – Volunteer based

- **Information Security Management System (ISMS) documentation management:** The Nuffield Trust and CRUK case study
- **Handling Data across the Data Access Spectrum:** The Health Foundation and CRUK case study
- **Privacy notice for children and young people:** UCL and Manchester Case Study
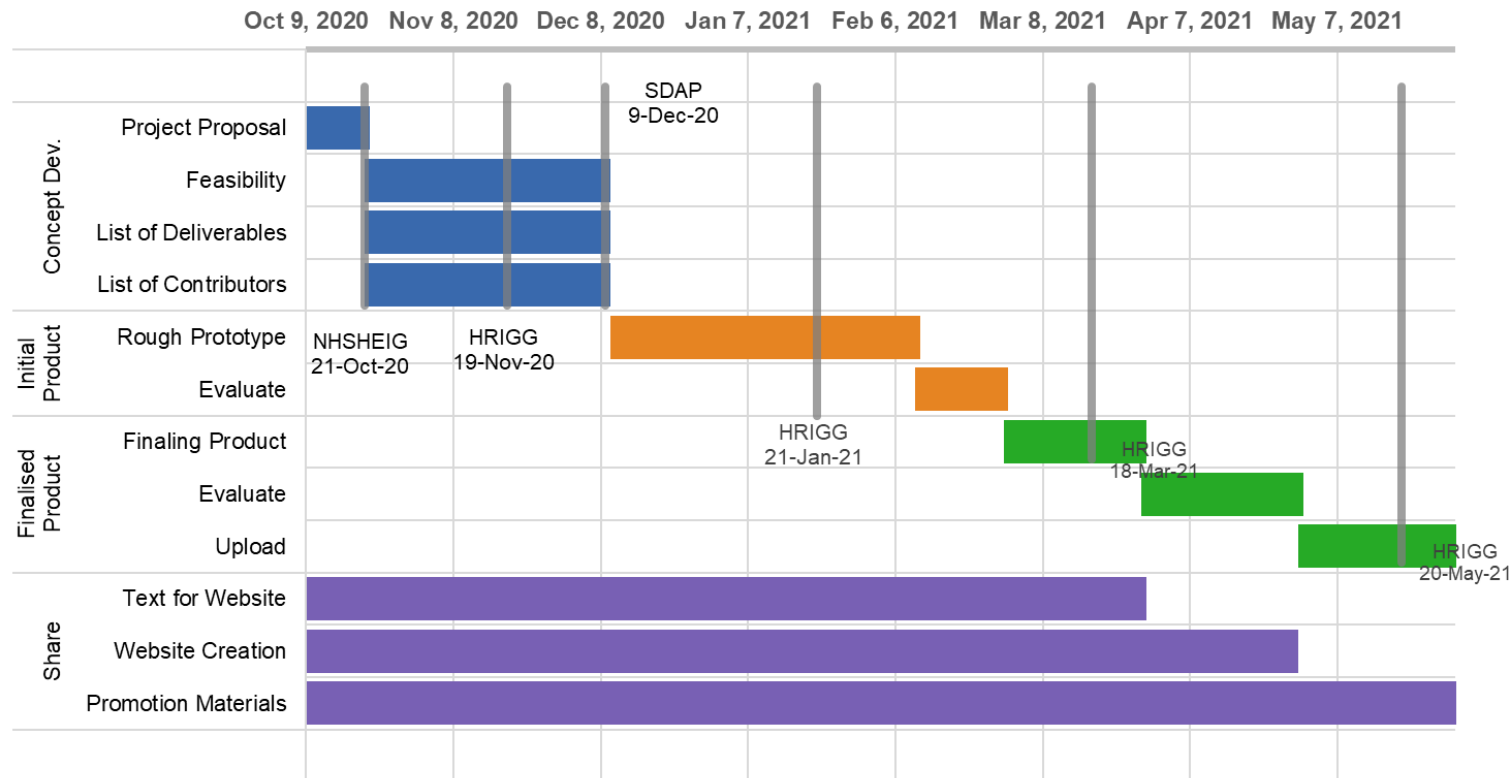
Anything else?

Project Timeline

Working Group Meeting Updates

Questions?

Thank you for listening!

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