



## Information Governance Newsletter

January 2010

### What you need to do now!

**This newsletter is intended to support Independent Pharmacy Contractors. Pharmacies which are part of larger groups should not act without instruction from their company.**

Compliance with Information Governance (IG) standards is compulsory. IG provides necessary safeguards for and ensures appropriate use of patient and personal information.

By March 31st 2010, all NHS service providers, including community pharmacies, must be able to provide annual IG assurances regarding the management of personal information within their organisation. This will need to be evidenced by the completion

of an online toolkit.

A very few pharmacies, with IT systems that connect directly to N3 rather than indirectly through a supplier's network, will also need to complete a separate statement (IGSoC); we therefore recommend that you check your system connection status as soon as possible.

You will shortly be receiving a copy of an IG Workbook from PSNC which will walk you through the requirements with templates.

You may only be able to mark as level zero some of the 18 requirements listed as you have no evidence; which is fine. Some Level 1 requirements however are part of your existing pharmacy contract and Data Protection requirements and therefore should already be in place, e.g.:

R116 - confidentiality in contract of employment

R201 - confidentiality code of conduct

R212 - patient consent

R213 - practice leaflet

R305 - PMR access control procedures

R319 - Business continuity plan

The online toolkit is available at:

[www.igt.connectingforhealth.nhs.uk](http://www.igt.connectingforhealth.nhs.uk)

**IG is not  
just  
about IT**

**Don't wait until March 31st  
GET STARTED NOW!**

#### Action checklist

- Appoint an IG Lead
- Read and understand the PSNC workbook
- Log on to the IG toolkit to register by mid-February latest
- Complete the baseline assessment by mid-March latest to give time to resolve any issues
- Don't mark level zero for everything
- Create a workplan
- Contact the LPC or the IG Lead at your PCT if you have problems

#### PCT IG Leads

##### Hampshire:

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