

Board Meeting in Public Tuesday, 26 March 2024

| | | | | |
|---|--|--|---|-----|
| Title of Report | POL2/5 – Confidentiality and Data Protection | | Agenda No. | 4.3 |
| Nature of Report | <input checked="" type="checkbox"/> Official | | <input type="checkbox"/> Official Sensitive | |
| Author(s) | Eleanor Ward, Head of Data Security, Privacy, and Records Management & Data Protection Officer | | | |
| Lead Executive | Rebecca Tinker, Chief Digital and Information Officer | | | |
| Non-Executive Director Sponsor | n/a | | | |
| Presented for (tick all that applies) | <input checked="" type="checkbox"/> Approval | | <input type="checkbox"/> Information | |
| | <input type="checkbox"/> Assurance | | <input type="checkbox"/> Update | |
| Purpose of the report and key issues | | | | |
| <p>Purpose: POL2 has been identified as a Board Policy - this policy has recently been updated to reflect organisational changes and the current compliance framework and is submitted to Board for their approval.</p> <p>Key Issues: This policy outlines the responsibilities, processes and procedures in place to ensure that the privacy and confidentiality of donors, patients, employees and other supporters of NHSBT are respected and maintained.</p> | | | | |
| Previously Considered by | | | | |
| The Audit, Risk and Governance Committee at its meeting on 14 March reviewed the policy and recommended it to the Board for their approval. | | | | |
| Recommendation | The Board is asked to approve POL2/5 Confidentiality and Data Protection Policy, as recommended by the Audit, Risk and Governance Committee. | | | |
| Risk(s) identified (Link to Board Assurance Framework Risks) | | | | |
| BAF risk 09 - Regulatory Compliance risk. | | | | |
| Strategic Objective(s) this paper relates to: [Click on all that applies] | | | | |
| <input type="checkbox"/> Collaborate with partners <input type="checkbox"/> Invest in people and culture <input type="checkbox"/> Drive innovation <input checked="" type="checkbox"/> Modernise our operations <input type="checkbox"/> Grow and diversify our donor base | | | | |
| Appendices: | Appendix 1 - POL2/5 – Confidentiality and Data Protection Policy DRAFT | | | |

1. Background

POL2 has been identified as a Board Policy.

POL2 has been in place as policy since 2011 and has undergone several revisions in this time to align with changes in the legal and regulatory framework, and NHSBT's organisational structure.

This revision, version 5, has been updated to reflect:

- Changes in NHSBT structure from 'Information Governance' to 'Data Security, Privacy and Records Management' (DSPR)
- Changes in the post of National Data Guardian and alignment to the role of the National Data Guardian and current Caldicott Principles
- Updates to our information sharing processes to improve security and assurance.
- Update to the explanation of penalty action according to Article 5(2) of the UK GDPR.
- Updated related documents / references.

The Board is asked to approve POL2/5 as Board Policy.

2. POL2/5 Confidentiality and Data Protection

The Policy is presented at Appendix 1, with amendments from POL2/4 highlighted in purple.