

 <p data-bbox="379 203 491 338"><b>GIG</b> CYMRU <b>NHS</b> WALES</p> <p data-bbox="520 203 751 338">Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p data-bbox="1050 197 1390 271"><b>Policy / Procedure Approval Report</b></p> <p data-bbox="1078 275 1390 309"><b>Name of Meeting</b></p> <p data-bbox="1007 313 1390 387">Audit and Corporate Governance Committee</p> <p data-bbox="1099 392 1390 425"><b>Date of Meeting</b></p> <p data-bbox="1145 430 1390 463">10 March 2025</p> <p data-bbox="1145 468 1390 501"><b>Agenda item:</b></p> <p data-bbox="1334 506 1390 539">5.4</p>
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## Section 1 - Policy / Procedure Information

<b>Policy / Procedure Title</b>	Information Governance Policy
<b>Policy Lead</b>	John Lawson, Head of Information Governance
<b>Lead Executive</b>	Iain Bell, National Director of Public Health Knowledge, Data and Research
<b>PHW / All Wales?</b>	PHW
<b>Date of last Review</b>	New Policy
<b>Is the current policy / procedure within review date?</b>	New Policy
<b>Approving Body /Group</b>	Audit and Corporate Governance Committee
<b>Version Number</b>	1.0
<b>Recommendation</b>	
<p data-bbox="204 1265 655 1296">The Committee is asked to:</p> <ul data-bbox="256 1339 1342 1529" style="list-style-type: none"> <li data-bbox="256 1339 1342 1413">• <b>Consider</b> the revised policy, (Appendix 1) and the Equalities Impact Assessment (Appendix 1a)</li> <li data-bbox="256 1417 1342 1491">• Note that the Leadership Team has endorsed this Policy for Committee approval.</li> <li data-bbox="256 1496 1342 1529">• <b>Approve</b> the Information Governance Policy</li> </ul>	

<b>Section 3 – Details of the Review:</b>	
<b>Background:</b>	
<b>Reason for review</b>	New Policy to replace withdrawn all Wales Information Governance Policy
<b>Description/Assessment</b>	This policy provides direction to Public Health Wales staff on appropriate use of internet facilities to deliver our services. The policy also sets out the responsibilities of all users when using the internet.
<b>Consultation</b>	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	
(Add detail)	
Had this policy / procedure been considered by any other groups?	Leadership Team
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	None
(Add detail)	
<b>Impact Assessments</b>	
<b>Equality and Health Impact Assessment</b>	No adverse impacts have been identified. (EHIA attached)

<b>Welsh Language Impact</b>	The Policy / Procedure will be translated to welsh and available on the internet bilingually.
<b>Risk and Assurance</b>	The Policy sets the expectations on staff in relation to Information Governance
<b>Health and Care Standards</b>	This Policy / Procedure supports and/or takes into account the <u>Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability</u> Choose an item. Choose an item.
<b>Financial implications</b>	There are no financial implications
<b>People implications</b>	No impacts on staff have been identified
<b>Socio Economic Duty</b>	No implications for the socio-economic duty have been identified

## 5 - Implementation

<b>Implementation plan (with timescales)</b>		
Next steps	Timescale	Responsible officer(s)
Approval of Policy	Mar 2025	Assistant Director of Integrated Governance
Training package to be developed and made available to staff	June 2025	Head of Information Governance

## 6. Dissemination

The primary source for dissemination of this Policy within the organisation, wider community and our partners via the internet site.

## **Recommendation:**

The Committee is asked to:

- **Consider** the revised policy, (Appendix 1) and the Equalities Impact Assessment (Appendix 1a)
- Note that the Leadership Team has endorsed this Policy for Committee approval.
- **Approve** the Information Governance Policy