



## VERSION 9 OF THE INFORMATION GOVERNANCE TOOLKIT – INFORMATION UPDATE

The Department of Health’s Information Governance Toolkit must be completed annually by all organisations that deal with patient level information.

June 2011 has seen the launch of Version 9 of this Toolkit. All relevant organisations must complete their Information Governance submissions against Version 9 of the Toolkit by the 31<sup>st</sup> March 2011. **However**, as submissions should be completed annually, organisations that have previously made a submission against an older version of the Toolkit should ensure that each annual submission is made at the same time each year. Therefore, if your submission in 2010/11 was made in August 2010, so your 2011/12 submission should be made in August 2011.

Version 9 of the Toolkit allows three new organisation types to complete their Information Governance Assessment:

- **Hosted Secondary Use Teams:** Individuals, teams and projects that process NHS patient information for the purpose of non-direct care.
- **Dispensing Appliance Contractors (DACs):** Non-pharmacy dispensers that have agreed with their local Primary Care Trust (PCT) to dispense appliances against NHS prescriptions.
- **Voluntary Sector Organisations.**

The table below lists the number of Information Governance Standards that organisations must; (a) assess their performance against, (b) provide documentation that supports this assessment, and (c) put into place action plans to improve or sustain current performance levels throughout the year.

No of Reqts	Acute	AMT	CTP	Dental	Eye Care	GP	Mental Health	Hosted Secondary Use Teams	NHS Business Partner	NHS BSA	NHS Direct	Pharmacy/DAC	Commissioning Orgs (previously PCTs)	Prison Health	Secondary Use	Social Care	SHA	Voluntary Sector
Version 9	45	35	17	16	16	13	45	14	29	34	38	16	41	18	30	40	28	16

Words Worth Reading Ltd has a wealth of experience in supporting companies to meet the Information Governance requirements that will allow them to gain annual accreditation.

For more information please visit our website <http://www.wordsworthreading.co.uk/information-governance.php> or alternatively give us a call on **01245 707580** to discuss your organisation’s requirements.

