

## Freedom of Information Request

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Reference Number: EPUT.FOI.20.1416  
Date Received: 20 January 2020

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### Information Requested:

1. Please provide the staff structure for the Information Governance/Privacy Team  
Please see attached
2. Please provide the Job role/title for each member of the team  
Please see attached
3. Please provide the Key responsibilities/Job Description each member of the team  
**Associate Director of Electronic Systems and Information Governance**  
Lead the Trust in the planning and delivery of the Systems Implementation Service including National and other initiatives to ensure appropriate support for both current business and clinical requirements. Lead the Trust in the planning and delivery of Information Governance Services and the IG Toolkit. Support, manage and advance the development and use of Informatics within the Trust and provide clear and appropriate guidance to the Trust on matters relating to Informatics. Play an integral role in preparing the Trust for the increased commercial environment in which it is operating. To support the operational services in the changing culture needed to deliver an Electronic Patient Record

#### **Information Governance Manager**

Trust lead in the implementation of national / local guidance and compliance to standards in relation to information governance / security. Development, review and audit of policies in relation to information governance, data security and Data Protection.

#### **Information Governance Assistant**

To provide dedicated support the Associate Director of Systems Implementation and Data Quality and the Information Governance Manager on all aspects of Information Governance for the Trust, co-ordinating the development, implementation and maintenance of appropriate systems, policies and procedures, management of the IG Toolkit, Freedom of Information and Data Protection Act activities, ensuring conformance to legislation and best practice.

#### **Information Governance Administrator**

To ensure the timely and accurate recording of all information governance / security, Freedom of Information and Data Protection activity using Trust information governance systems. To provide a comprehensive administration and secretarial support to the Information Governance Team across all three localities of the Trust. The post holder will provide a team approach to ensure cover for absence across the Information Governance service including all services / locations and the post holder will be required, on occasion, to relocate to provide this cover.

4. Please include WTE for each role  
[Please see attached](#)
  
  5. Please provide the Banding for each post  
[Please see attached](#)
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**Publication Scheme:**

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>

## ITT Directorate – Information Governance Team

