

# Updates to the IG Toolkit for GMPs

2020/21 edition

**PECYN CYMORTH LLYWODRAETHU GWYBODAETH CYMRU**  
**WELSH INFORMATION GOVERNANCE TOOLKIT**




The following provides details of the updates made to this edition of the toolkit in comparison to the previous year.

The subject matter for main sections and associated assessments remain the same as the previous edition, although minor updates to some titles have been made.


Level 1, 2 or 3 summaries have been updated to better rationalise the assessment content where appropriate.

Some questions have been updated for consistency with the Welsh IG Toolkit for Health Boards and Trusts.

### Hints and Tips

We have updated some Example Evidence which are highlighted by the  icon. The majority of questions within the IG Toolkit benefit from this Tip. They point Users to the types of evidence required, for example, a procedure.

The  Tool Tip provides additional guidance to support the evidence required, for example, what the procedure is expected to demonstrate.

A new feature includes references and hyperlinks to legislation, national standards and ICO guidance within the  Tool Tip. We have received feedback from Users that some questions are not considered relevant for General Practice, we hope the Tool Tips set out why these questions do apply.

This Tool Tip also details additional guidance and hyperlinks to, for example, Templates, Job Descriptions, Procedures, etc.

Current Edition – 2020/21	Previous Editions
	Information Governance Management
	Individuals Rights and Obligations
Technical Security, Physical Security and Organisational Measures	Technical, Physical and Organisational Measures
Information Governance Management Structure	Information Governance Responsibilities
* No updates	Policies and Procedures
* No updates	Information Sharing
Contracts and Agreements	Contracts, Agreements and Code of Conduct
Data Protection Impact Assessments	Data Protection by Design and by Default
* No updates	Management of Records
Freedom of Information Act and Environmental Information Regulations	Freedom of Information Act; including Environmental Information Regs
Privacy Electronic Communications Regulations	PECR
Right of Access	Access to Personal Information
Right to be Informed	Informing Patients
Right to object, to erasure, to rectification and portability	Right to object, erasure, rectification and portability
Rights related to profiling and automated decision making that has significant impact on the data subject	Rights related to profiling and automated decision making
Organisational Measures (Training and Awareness)	Training and Awareness
* No updates	Business Continuity
* No updates	IG Risk Register
* No updates	Auditing
Physical Security Measures	Physical Security
Technical Security Measures	Technical Security
Retention Schedules, Secure Destruction and Disposal	Secure Destruction and Disposal
Surveillance Systems	Surveillance Systems for Crime Prevention and Detection
Incident Management and Reporting Data Breaches	Incident Management and Reporting

