Kent Community Health
NHS Foundation Trust

Request for information under the Freedom of Information Act – 2020.392
Released - 30 January 2020

Thank you for your email dated 20 January 2020, requesting information regarding the Trust's Information Governance Team.

Please find detailed below a summary of your request, together with our response.

Summary of your request:
1. Please provide the staff structure for the Information Governance/Privacy Team
2. Please provide the Job role/title for each member of the team
3. Please provide the Key responsibilities /Job Description each member of the team
4. Please include WTE for each role
5. Please provide the Banding for each post

Please see detailed below at Appendix 1 the structure chart for the Information Governance Team.

The following provides details of the key responsibilities of each role within the team.

Role	Summary of role
Head of IG **B8 1 WTE**	• Strategic development and planning • Coordinate compliance and assurance • IG specialist (business planning) • Compliance with legislation, regulation and guidance • Evidential compliance with and publication of DSPA • Develop IG profile • Publish training packages • Implement projects and development work • Support leadership, supervision and mentoring • Networking • Development of policies and enforcement • Budget and structure management • Assurance statements and compliance reporting for Board, ARC, IG Assurance Group (IGAG), Corporate Assurance and Risk Meeting (CARM)
IG Compliance Manager **B7 .85 WTE**	• DPA18 and GDPR specialist

	• Support and advice for staff (TopDesk) • Lead investigator for incidents • Categorisation and analysis of all incidents • Data Protection Impact Assessments • Service reviews • Training • Networking and sharing of intelligence • Provide compliance assurance reports to IGAG and CARM
IG Compliance Lead **B6 1 WTE**	• Service reviews • IG Essentials Training • Induction Training • Support and advice for staff (TopDesk) • Coordinate completion of Data Flow Mapping for all services • Coordination/Completion of DPIAs/ISAs • Development of IG Academy • Provide compliance assurance reports to IGAG and CARM
IG Assurance Lead **B6 1 WTE**	• Lead on all aspects of records management including archiving, undertaking • Lead on the collation and updating of the Data Security and Awareness Assurance Toolkit, including quality assurance checking of evidence • Lead on FOI compliance and FOI policy management • Lead on publication scheme compliance • Provide advice and guidance in all matters relating to IG • Provide IG training at corporate induction sessions • Provide compliance assurance reports to IGAG and CARM
IG and Corporate Operations Administrator	• Provide administrative support to the Information Governance • Dealing with telephone and email queries

B3 0.6 WTE	• Processing and assigning TopDesk requests as appropriate • archiving requests – collection/deliveries/queries • Maintenance of electronic and manual filing systems and logs • Supporting relevant meetings and managing the Agresso purchasing system. • Completing general administrative tasks like photocopying/scanning etc • Maintain the IG workspace and uploading monthly newsletters and calendar appointments • Assisting with service visits/training when required • Meeting preparation assistance with agenda's • Diary management, booking of venues • Supporting Katie Mackenzie (PA / Business Support to Assistant Director of Compliance) with administrative tasks when required
Compliance Officer **B5 0.4 WTE**	• Lead on FOI/Environmental Information Regulation compliance – logging requests, acknowledgement and coordination of responses • Preparation of FOI performance statistics • Proving support/advice around FOI • Raising awareness of FOI • Assisting with maintenance and improvement of the publication scheme

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Appendix 1 - 2020.392

Information Governance Team Structure Chart