Stocktake of information flows across the COVID19 Hub

Purpose

We are reviewing our current information flows across the Hub particularly those that go to external stakeholders. As part of our ongoing continuous improvement, we want to take stock and reflect on who receives what information, for what purpose and by what mechanism as part of the COVID-19 response. Our focus is on **personal identification data** ie spreadsheets or documents that are sent out that contain DOB/Names/results/locations (any or all of these).

The results of this stocktake will inform how we continue to manage our information well going forward and how we implement an ongoing review/assurance process to ensure the information we hold is held securely, distributed in the right way with the right security measures, and to the right people.

Please can you complete the following and return to COVID-19 Response by 14/7/20, 5pm. If your team send no information out at this level ie the individual person level then please respond to that effect.

After consolidation of stocktake we will come up with an action plan if required for ongoing continuous improvement.

Team and person responsible	Type of information	Template of information sent (embed document)	Recipients including if personal email accounts in group	Purpose ie why do these people receive it	Mechanism, frequency and security level	Review/monitoring function