



(https://leademployer.merseywestlancs.nhs.uk/)

Employee Hub

Host Hub

Wellbeing Hub

(https://leademployer.merseywestlancs.nhs.uk/online-policies)



Employee Hub

Host Hub

Wellbeing Hub

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Forms

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Resident Doctor Hub (https://leademployer.merseywestlancs.nhs.uk/doctor-hub)

Resident Doctor Pre-employment Hub (https://leademployer.merseywestlancs.nhs.uk/new-trainees)

Resident Doctor Employee Hub (https://leademployer.merseywestlancs.nhs.uk/doctor-employee-hub)

Absence Support (https://leademployer.merseywestlancs.nhs.uk/absence-support)

Annual Leave Calculator (https://leademployer.merseywestlancs.nhs.uk/annual-leave-calculator-resident-doctor)

Becoming a Local Negotiating Committee Representative (https://leademployer.merseywestlancs.nhs.uk/becoming-a-local-negotiating-committee-representative)

Confirmation of Employment (https://leademployer.merseywestlancs.nhs.uk/confirmation-of-employment)

Colleague-in-Training Self-Service on ESR (https://leademployer.merseywestlancs.nhs.uk/colleague-in-training-self-service-on-esr)

Disclosure & Barring Service (DBS) Rechecks (https://leademployer.merseywestlancs.nhs.uk/disclosure-barring-service-dbs-rechecks)

End of Fixed Term Contract - Checklist (https://leademployer.merseywestlancs.nhs.uk/end-of-fixed-term-contract---checklist-)

Exception Reporting (https://leademployer.merseywestlancs.nhs.uk/exception-reporting)

Expenses (https://leademployer.merseywestlancs.nhs.uk/expenses-1)

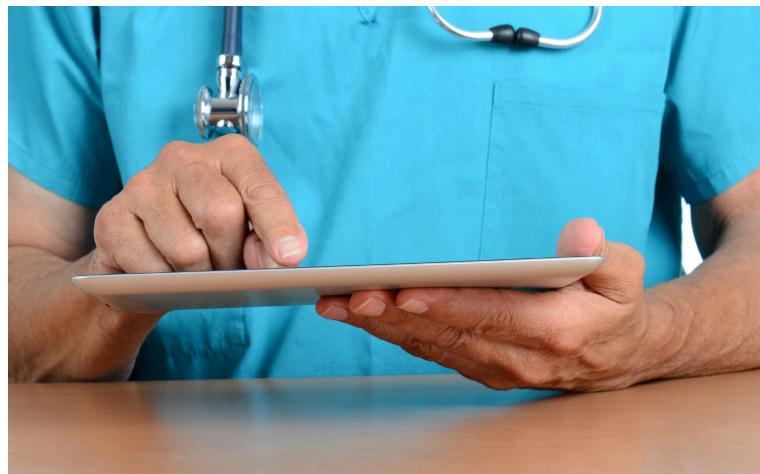
Freedom to Speak Up (https://leademployer.merseywestlancs.nhs.uk/freedom-to-speak-up)

Guardians of Safe Working (https://leademployer.merseywestlancs.nhs.uk/guardians-of-safe-working)

Home Electronic Scheme (https://leademployer.merseywestlancs.nhs.uk/home-electronics-scheme-1)

Industrial Action (https://leademployer.merseywestlancs.nhs.uk/industrial-action)

Information Governance



The purpose of this Information Governance (IG) Hub is to reinforce Mersey and West Lancashire Teaching Hospitals NHS Trust's commitment to Information Governance and provide guidance and resources for employees, including colleagues-in-training.

What is Information Governance?

Information is a vital asset, both in terms of the clinical management of individual patients and the efficient organisation of services and resources. Mersey and West Lancashire Hospitals NHS Trust aims to safeguard patient confidentiality and maintain data security whilst empowering staff to perform their role using key information governance principles.

Why is Information Governance (IG) important?

Information governance (IG) is the way in which the NHS handles and securely processes all of its information, in particular personal and sensitive information relating to patients and employees. Information Governance provides a framework to bring together all the legal rules, guidance and best practice that apply to the handling of personal information to ensure that it is handled and processed legally, securely, efficiently and effectively, in order to deliver the best possible care.

It also offers NHS employees a clear structure to deal consistently with the many different rules about how information is handled, including those set out in:

- [The Data Protection Act 2018](https://www.gov.uk/government/collections/data-protection-act-2018): (https://www.gov.uk/government/collections/data-protection-act-2018)
- [The Confidentiality NHS Code of Practice](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care): (https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care)
- [The NHS Care Record Guarantee for England](https://so.merseywestlancs.nhs.uk/the-nhs-care-record): (https://so.merseywestlancs.nhs.uk/the-nhs-care-record)
- [The Information Security NHS Code of Practice](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/information-security-management-nhs-code-of-practice): (https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/information-security-management-nhs-code-of-practice)
- [The Records Management NHS Code of Practice](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice): (https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice)
- [The Records Management NHS Code of Practice for Health and Social Care 2016](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016): (https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016)

Informati on Governan ce	(<a href="https://leademployer.merseywestlancs.nhs.uk/informati
on-governance-">https://leademployer.merseywestlancs.nhs.uk/informati on-governance-)
Internatio nal Colleague s	(<a href="https://leademployer.merseywestlancs.nhs.uk/international-
colleagues">https://leademployer.merseywestlancs.nhs.uk/international- colleagues)
Knowled ge Sessions	(<a href="https://leademployer.merseywestlancs.nhs.uk/knowledge-
sessions">https://leademployer.merseywestlancs.nhs.uk/knowledge- sessions)
Medical Indemnit y	(<a href="https://leademployer.merseywestlancs.nhs.uk/medical-
indemnity">https://leademployer.merseywestlancs.nhs.uk/medical- indemnity)
NHS Collaborati ve Bank - MWL	✓ (<a href="https://leademployer.merseywestlancs.nhs.uk/nhs-
collaborative-bank-mwl">https://leademployer.merseywestlancs.nhs.uk/nhs- collaborative-bank-mwl)
Our Values and Behaviour s	(<a href="https://leademployer.merseywestlancs.nhs.uk/our-values-
and-behaviours">https://leademployer.merseywestlancs.nhs.uk/our-values- and-behaviours)
Overpayme nts and Underpaym ents	(<a href="https://leademployer.merseywestlancs.nhs.uk/overpaym
ents-and-underpayments">https://leademployer.merseywestlancs.nhs.uk/overpaym ents-and-underpayments)
Pay Dates and Submission Deadlines	(<a href="https://leademployer.merseywestlancs.nhs.uk/pay-
dates-and-deadlines">https://leademployer.merseywestlancs.nhs.uk/pay- dates-and-deadlines)
Payslip and Payroll FAQs	(<a href="https://leademployer.merseywestlancs.nhs.uk/payroll-
faqs">https://leademployer.merseywestlancs.nhs.uk/payroll- faqs)
Pens ions	(https://leademployer.merseywestlancs.nhs.uk/your-rewards)
Resident Doctor Forums	(<a href="https://leademployer.merseywestlancs.nhs.uk/resident-
doctor-forums">https://leademployer.merseywestlancs.nhs.uk/resident- doctor-forums)
Salary Sacrifice Scheme	(<a href="https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-
scheme-1-2">https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice- scheme-1-2)
Supported Return to Training	(<a href="https://leademployer.merseywestlancs.nhs.uk/supported-
return-to-training">https://leademployer.merseywestlancs.nhs.uk/supported- return-to-training)
Tax and HMRC	(https://leademployer.merseywestlancs.nhs.uk/tax-hmrc)
Terms and Conditio ns	(<a href="https://leademployer.merseywestlancs.nhs.uk/terms-and-
conditions-of-service">https://leademployer.merseywestlancs.nhs.uk/terms-and- conditions-of-service)
The British Medical Association	(<a href="https://leademployer.merseywestlancs.nhs.uk/the-british-
medical-association-">https://leademployer.merseywestlancs.nhs.uk/the-british- medical-association-)
Total Reward Statement	(<a href="https://leademployer.merseywestlancs.nhs.uk/total-reward-
statement">https://leademployer.merseywestlancs.nhs.uk/total-reward- statement)
Useful Contacts and Links	(<a href="https://leademployer.merseywestlancs.nhs.uk/useful-external-
contacts-and-links">https://leademployer.merseywestlancs.nhs.uk/useful-external- contacts-and-links)
Work Schedul es	(https://leademployer.merseywestlancs.nhs.uk/work-schedules)
Dental Hub	✓ (https://leademployer.merseywestlancs.nhs.uk/dental-hub)
Public Health Hub	✓ (<a href="https://leademployer.merseywestlancs.nhs.uk/public-health-
hub">https://leademployer.merseywestlancs.nhs.uk/public-health- hub)

- [The Freedom of Information Act 2000 \(https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/\)](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/)

How can I make my organisation's Information Governance a success?

1. Ensure you participate in your Host Organisation's mandatory training and education.

These will develop your awareness of legal and organisational requirements, in the context of your workplace and your own work areas. These may also contain IG assessments, to identify gaps in your knowledge and strengthen your understanding of these processes.

2. If you are unsure, ask.

If you're unsure about certain information or its sensitivity, ask a colleague or manager. Not only does this provide further assurances but promotes a workplace culture of increased awareness and discussion.

3. Learn from your mistakes.

Shortcomings allow the opportunity for reflection and identification of good practice going forward. Work with your colleagues to learn from mistakes and escalate issues where appropriate.

4. Don't be afraid to speak up.

If you have any concerns about standards or practices in your team / department, discuss these with a member of your team, your supervisor or manager.

5. Remember that Information Governance is the responsibility of all staff.

News & Events

(<https://leademployer.merseywestlancs.nhs.uk/news>)

Contact & Enquiries

To see a full list of contacts for **Our Lead Employer Services** including e-mail and telephone details for the team, please [click](#)

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[Follow us on Instagram](#)

(https://www.instagram.com/mwl_leademployer/)

[Follow us on X](#)

(https://twitter.com/MWL_LE)

[Follow us on LinkedIn](#)

(<https://www.linkedin.com/company/the-lead-employer>)

**Shining a light on Paediatric and
Perinatal Pathology: A conversation
with Dr Francesca McDowell.**

(</news/article/255>)

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