

Core brief

Daily update

(9 September 2020, 4.35pm)

Topics in this Core Brief:

- Life on the Frontline
- Information Asset Register and Records Management

Life on the Frontline

This week we have an exclusive Life on the Frontline, which tells the story of [Sandra Taylor a Clerical Officer](#) from the QEUH who remarkably started work at the Western Infirmary in 1970!

Sandra talks about some of the changes she's seen in her 50 years of service in the NHS and the many lifelong friends she's made. Through good times and bad Sandra and her colleagues have always been there for each other while working as a team within health records.

Congratulations to Sandra on reaching this truly marvellous milestone.



Information Asset Register and Records Management

The Board has a legal obligation as part of its Records Management responsibility to establish and maintain an Information Asset Register. The Information Asset Register helps us to understand what information the Board holds and the risk attached to each Asset, for example, in the event of a data breach.

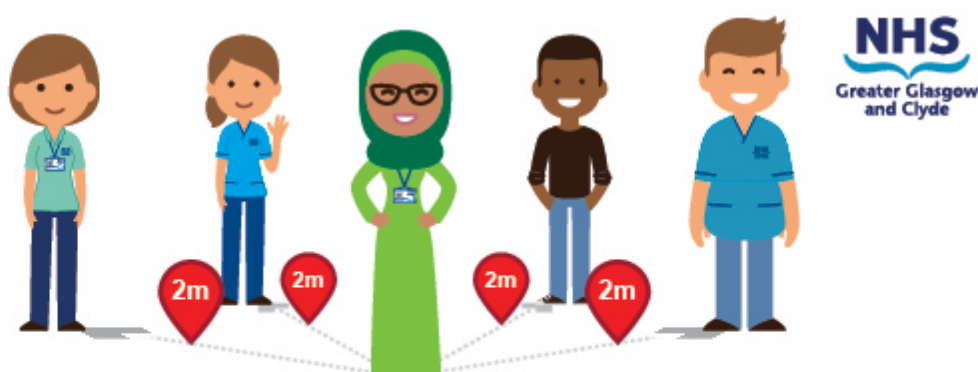
It is important to know and fully understand what information we hold in order to protect it and be able to exploit its potential. The Board has two information asset registers; one for registering assets containing personal identifiable data and one for registering assets containing business data.

An Information Asset form should be submitted for every information asset held within each department throughout NHSGGC and requires to be reviewed at regular intervals. Please find the Information Governance Link to training materials on the processes to be followed in registering and managing information assets.

In addition, there is a Records Management module on LearnPro which is available to all staff. If you have any questions or require assistance or training on registering and updating information assets please email the Information Governance Team: data.protection@ggc.scot.nhs.uk

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.org.uk/covid19. If you have any questions about the current situation please check the [FAQs](#) first. If you have any further questions, please email: staff.covid19@ggc.scot.nhs.uk

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).



**It's important to maintain the social distancing rule.
Respect personal space and keep 2 metres apart.**

**It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [StaffNet](#)**