



Leeds

Clinical Commissioning Group

Information Governance Compliance Spot Check

Practice:	
Date:	
Inspection carried out by:	

To provide the necessary assurances that the Practice is compliant with national and local Information Governance requirements, the IG Lead undertakes regular spot checks of the Practice premises. The below summary outlines the findings of the spot check and includes suggested actions, considerations and recommendations.

IG area	Area reviewed	Specific area	Comments	Action required
Devices		Printers, Copiers and Scanners		
		Computer equipment e.g. PC, Laptop, PDA, tablet		

IG area	Area reviewed	Specific area	Comments	Action required
		Visibility from outside e.g. Can office equipment etc been seen from outside		
		Server room		
Physical security		Access to main door		
		Access control to offices		
		Access to storage rooms		
		Locked cabinets for personal and confidential information		
		Staff and visitor ID Badges		
		Signing in book		

IG area	Area reviewed	Specific area	Comments	Action required
		Confidential information e.g. left unattended on desks		
Work space security		Computer screens e.g. not locked when unattended		
		Smart cards e.g. left in unattended machines		
		Availability and use of secure physical storage locations		

IG area	Area reviewed	Specific area	Comments	Action required
		Meeting areas e.g. are conversations/ meetings taking place in general office area		
		Paper Recycling and confidential waste bins		
Disposal of confidential waste		Electronic		
		Whiteboards/f lipcharts		
Information on display		Information on walls		

Additional Comments