



Data Release Assurance Board: Terms of Reference

1 Purpose and functions of the Data Release Assurance Board (DRAB)

- 1.1 As a data controller, PHE has a number of statutory responsibilities for the data and information it collects and generates. These cover not just the security and confidentiality of the data processed by PHE but also, ensuring that robust governance arrangements are in place to share data with partner organisations and stakeholders, as part of PHE's national leadership role for protecting and improving public health, in compliance with the law and the seven Caldicott principles.
- 1.2 The PHE Accountable Officer has overall accountability and responsibility for information governance (IG) within PHE and is required to provide assurance, through the Statement of Internal Control, that all risks to PHE, including those relating to information, are effectively managed and mitigated.
- 1.3 The Board will support the PHE SIRO and Caldicott Guardian to provide assurances to the Accountable Officer and provide an advisory service to Information Asset Owners (IAOs) to support access to potentially or explicitly identifiable data controlled by PHE.
- 1.4 PHE Information Asset Owners (IAO) are responsible for understanding and addressing the risks to the information assets ' and in line with PHE Information Risk Management Policy, the responsibility for making decisions on data access formally rests with the relevant IAO.
- 1.5 Responsibility to provide day-to-day advice and support regarding PHE's data release service(s) will be provided by the Office for Data Release (ODR).
- 1.6 The Board will provide strategic oversight of the Office for Data Release, including but not limited to operational standards and data release processes. In doing this, members of the Board will:
 - 1.6.1 Ensure that policies, procedures and systems for providing advice on requests for access to record level data are established in line with legal requirements, PHE IG policies and procedures, and other relevant guidance.
 - 1.6.2 Provide strategic oversight and leadership of, and operational advice and guidance to, the cross-agency Office for Data Release



- 1.6.3 Be aware of new legislative measures relevant to the information sharing framework and incorporate these into the policies and procedures.
- 1.6.4 Advise on and support the effective and efficient operational delivery and performance of ODR.
- 1.6.5 Provide leadership to ensure that all data sharing decisions by PHE are transparent and publicly accountable.
- 1.6.6 Review, assess and approve the costing model of the ODR to ensure compliance with PHE/DH policy.
- 1.6.7 Provide an appeals service to review any advice on a data access request provided by ODR that is contested either internally by PHE's IAOs or by externally by third parties.

2 Membership

- 2.1 The Board will be chaired by the PHE Senior Information Risk Officer (SIRO).
- 2.2 The Board will be attended by the PHE Caldicott Guardian and Chief Statistician.
- 2.3 The Head of the Office for Data Release will manage secretariat support to the Board, including organising and convening meetings; preparing and distributing agendas, minutes and information papers; and ensuring the efficient execution of Board business.
- 2.4 The Board may request other staff to attend meetings to provide information and/or assist in the delivery of the Board's remit.

3 Accountability

- 3.1 The Board is accountable to the PHE Accountable Officer, who has final, overall responsibility for ensuring that information risks are appropriately managed and mitigated.

4 Frequency and conduct of meetings

- 4.1 The Board will meet at least three (3) times per annum.



5 Papers and agenda items

- 5.1 Papers and proposals for agenda items for the Board will be submitted through the Chair at least two weeks before the date of the Board meeting. Late and tabled papers will only be accepted with the agreement of the Chair.
- 5.2 The meeting draft minutes will be emailed to Board members within two weeks.

6 Making Decisions in Correspondence

- 6.1 To ensure the operational efficiency of the Board/ODR advisory function, advice may be made outside of formal meetings by the circulation of papers in correspondence. Decisions made in correspondence will be formally reported to the next meeting of the Board for review and ratification.

7 Review

- 7.1 These Terms of Reference will be reviewed annually by the Board. The Board will also evaluate its performance at least annually and report to the PHE Management Committee.