

Document Control

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Author	Maggie Yates
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Author/Approval

Name	Job Title or Role	Approver/Reviewer Signature	Statement signed against	Date
Maggie Yates	Head of Quality	As per electronic signature.	Author	As per electronic signature.
Jonathan Wogel	CEO	As per electronic signature.	Approver	As per electronic signature.

Revision History

Version	Revision Date	Author(s)	Summary of Changes
4.0	16 Mar 2015	Quality Team	Changes made to the security objectives
5.0	15 Dec 2016	Quality Team	Updated following incorporation
6.0	07 Dec 2017	Kristie Noone	Updated to reflect ISO9001:2015 standard
7.0	04 Apr 2020	Jo Macey	Reformatted moved to new template. Purpose and scope added.
8.0	As per electronic signature	Maggie Yates	Moved to Document template V9.0 Information Security Objectives updated in line with change request CR1168.

Document Context: For Validation Documents Only

Describe document context within the Validation Framework NWEH-DOC-069

Validation Framework	N/A
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Document Contents

- 1. Document Purpose 3
- 2. Document Scope 3
- 3. Definitions 3
- 4. Roles & Responsibilities 3
- 5. Policy 3
- 6. References 4

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Document Title	Quality and Information Security Management Policy			
Document ID	NWEH-POL-001	Version	8.0	Page 2 of 4
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1. Document Purpose

A high-level statement regarding NWEH’s Quality and Information Security Policy.

2. Document Scope

This policy applies to all business conducted on behalf of NWEH.

3. Definitions

Term	Definition
CEO	Chief Executive Officer
QISMS	Quality and Information Security Management System

4. Roles & Responsibilities

All staff are required to read this policy and support the organisation to maintain the Quality and Information Management System (QISMS).

5. Policy

NWEH has an established Quality and Information Management System (QISMS) based on our certification to the BS EN ISO 9001 and ISO/IEC 27001 standards. The scope of this Management System covers the development of software to analyse health records and associated services from within all NWEH partner organisations, at all NWEH locations.

NWEH has adopted a process approach to establish analytical systems across integrated health records. These systems are used to produce intelligence for service development and research. Our overall aim is to:

- use health data and clinical interactions with patients enrolled on trials to improve health and healthcare through better information. We will do this by providing quality products, services and research that are delivered on time, in full, defect free and within budget.
- establish and maintain our position as a ‘trusted partner’ for potential clients who need access to NHS data.
- ensure all development and research is conducted to the highest, appropriate ethical and technical standards.
- be committed to working towards validation of systems created by NWEH that use healthcare data.

To help us achieve these aims, we have implemented an integrated Quality and Information Security Management System. The framework of this System is defined in our Quality Manual (NWEH-DOC-001), it has been implemented using a combination of policies, objectives, and process documentation.

Our management are committed to working closely with our customers and staff to develop and improve this system. As part of this commitment, we will:

- use training and communication to all employees to ensure these policies are understood and implemented.

Document Title	Quality and Information Security Management Policy		
Document ID	NWEH-POL-001	Version	8.0
			Page 3 of 4
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- instil our Quality and Information Security Management System into NWEH’s culture and daily practices as a long-term commitment to quality, continuous improvement, and customer satisfaction.
- ensure our information is managed according to the three information security principles of confidentiality, integrity, and availability.
- ensure that client needs and expectations are determined and fulfilled with the aim of achieving client satisfaction.
- ensure the availability of resources needed to maintain our Quality and Information Security Management System.
- ensure that appropriate information security controls are in place.
- ensure that risks to the organisation are monitored and reviewed.
- ensure that we understand and comply with the relevant statutory, legal, and regulatory requirements in operation within our working environment.

NWEH has established the following information security objectives:

- To establish a business culture which embeds the principles of confidentiality and information security into all aspects of our work.
- To proactively monitor and strengthen our information security management and governance practices to safeguard the confidential and identifiable information that we hold.
- To promote information security and governance measures within our supply chain and within external partnerships
- To ensure compliance with applicable regulatory requirements

The Quality and Information Security Management System is reviewed at management review meetings to ensure that it is still effective and applicable to the organisation with a view to promoting continuous improvement.

NWEH commits to satisfy applicable requirements for continual improvement as outlined within ISO 9001:2015 and ISO/IEC 27001:2013 (and subsequent versions as appropriate).

6. References

NWEH-DOC-001 QISMS Policy

NWEH-SOP-037 Information Security

Document Title	Quality and Information Security Management Policy		
Document ID	NWEH-POL-001	Version	8.0
Page 4 of 4			
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