

Division of Population Health IG Learning Needs Analysis Strategy

This version (v5.0) approved IG Committee 2026-06-16

Purpose

The learning needs analysis (LNA) seeks to identify skills and knowledge gaps in relation to data security and protection within the Division of Population Health (DPH). This information can feed into the development of the DPH's information governance (IG) policy and help to ensure that the training is tailored appropriately.

Responsibilities

The development and agreement of the LNA is a joint task for members of the DPH IG Committee, with the IG Lead taking overall responsibility for the LNA and associated timescales.

Scope

The DPH IG Policy applies to all those within the Division of Population Health who receive, store, process or have any other form of contact with data collected for use in, or produced as a result of, research projects. As it is possible that anyone in the department may encounter sensitive information, all DPH staff (including Emeritus, Honorary, Visiting, seconded and short-term contract staff) and students must be familiar with the policy. The LNA thus needs to consider the training and learning requirements of these individuals.

Additionally, the LNA must consider the training and learning needs of the IG Committee itself, so that the individuals responsible for agreeing and promoting the policy are appropriately qualified for the role, and so that collectively the committee has the required knowledge and experience to meet the DPH's IG needs.

Process

Selection and training of IG Committee members

The IG Committee must simultaneously have suitable knowledge and experience of the issues around data protection and security while also representing the DPH research interests. The structure of the committee and the associated role descriptions have been developed to ensure it is composed of individuals with significant experience of working with health data and/or the practical and ethical issues which must be addressed. It also includes representation from DPH Data Security; representatives from the School of Medicine & Population Health ethics committee, the Secure Data Service, Data Connect, an adviser on information security and compliance from a member of the University's Information Security team; and a member of the Data Protection team.

The IG Manager regularly attends meetings of the Health Research Information Governance Working Group, and subscribes to the mailing list.

A regular review of external training courses and materials is undertaken to provide relevant additional training where appropriate, in order to stay up to date with guidance and regulations regarding information governance. This process is strengthened by direct representation from the University Data Protection team, helping to ensure that regulatory updates are integrated into DPH

policies and processes and influencing the development of university guidance where knowledge gaps are identified.

Training for Division of Population Health staff

The committee has developed an online "Division of Population Health - Information Governance" training course to reflect the policy and to supplement the central University courses ("Information Management", "Data Protection", "Protecting Research Data", "Cyber Security"). Where possible the IG Committee will provide input on the content of the University courses.

All five courses must have been completed within the last 12 months before individuals are granted access to the data, files, servers and systems required to carry out their duties.

Training for (non-Division of Population Health) collaborators

It is expected that collaborators from outside of DPH (typically from elsewhere in UoS, from the NHS or from other academic institutions) will have completed equivalent training at their host organisation. However, it is mandatory that everyone additionally undertake the "Division of Population Health - Information Governance" and "Cyber Security" modules before being granted access to any risk-bearing data.

Requirements for accessing third-party data obtained via DSPT

If data is obtained using the Division of Population Health's NHS Data Security and Protection Toolkit (DSPT) as the security assurance (e.g. NHS England data, data obtained via Section 251 approvals), access to this DSPT-assured data will be granted only to members of the University of Sheffield project team who have completed all five training modules as well as the Secure Data Service training where applicable. They must also confirm they are registered with the Secure Data Service where the service is in use.

Review and update of training materials

The content of the training is regularly reviewed and updated in line with DPH IG policy, and in response to IG queries and incidents. DPH staff or collaborators may be required to carry out other applicable training as mandated by the DPH IG Committee.

Version	Effective Date	Summary of changes
1.0	18-Jun-2020	n/a first version
2.0	25-May-2021	Addition of Cyber Safety training
3.0	24-Jan-2022	Addition of references to Data Safe Haven
4.0	26-Feb-2024	SCHARR updated to Division of Population Health. Requirement for CE+ is no longer applicable. NHS digital is now NHS England. The JISC NHS-HE-IG-WG is now Health Research IG Working Group. Data Safe Haven now Secure Data Service.
5.0	16-Jun-2026	DPH is now the accepted abbreviation for the Division of Population Health, updated where applicable. University training course titles have changed. A member of the Data Protection Team attends IG committee meetings.