

Core brief

Daily update

(24 January 2024, 1.45pm)

Topics in this Core Brief:

- Microsoft Forms – Data Gathering
- Active Staff

Remember, for all your latest news stories, visit our new Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

Microsoft Forms – Data Gathering

The Board Information Governance Steering Group has approved the use of MS Forms for data gathering subject to users following strict guidance. MS Forms can be a useful tool for asking quick questions, polling opinions, receiving feedback or conducting an in-depth survey involving patients or staff. The guidance includes information on the use of MS Forms, best practice tips and details of the compulsory approvals required to use MS Forms to gather **any** identifiable data including data for both patients or staff. A Data Protection Impact Assessment (DPIA) must be completed and approved by both Information Governance (IG) and the appropriate general manager or head of service prior to any identifiable data being collected. A new DPIA template has been developed specifically for MS Forms which includes prompts and text to help with completion. Guidance and the MS Forms DPIA template can be found on the new IG Knowledge Hub, visit: [Information Governance Guidance & FAQ's \(sharepoint.com\)](#).

Should you have any questions on the use of MS Forms or any other IG matters, including requests for training please contact the IG Team at data.protection@ggc.scot.nhs.uk.

Active Staff

Are you still sticking with your new year resolutions?

Despite our best intentions life can get in the way but luckily for NHSGGC staff, our extensive Active Staff programme makes it so much easier to stick to your resolutions.

active>>staff

We have a range of classes from low-medium intensity activities like yoga and pilates through to high intensity classes including bootcamp and boxercise. There is something for everyone!

All classes are completely free for all NHSGGC and HSCP staff.

We spoke with new active staff co-ordinator, [Jennifer Provan](#), and [Gerry Mitchell](#), who takes part in our bootcamp sessions at Eastwood Health and Care Centre.



You must book your class in advance using the registration link below:

<https://link.webropol.com/s/ActivestaffregformJan24>

Or scan the QR below if you prefer to access the link using your smart phone:



If you have any questions please email us at:

activestaff.legacy2014@ggc.scot.nhs.uk or visit: www.nhsggc.scot/activestaff.

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

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 [website](#)