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## Re: Freedom of Information Request

Thank you for your request for information made under the Freedom of Information Act 2000 which was received into this office on 7<sup>th</sup> January 2019

### You Asked for:

1. *Does the organisation have training that covers:*
  1. *Recognising and reporting Phishing emails*
  2. *Recognising Tailgating and how to respond (challenging strangers, checking for ID etc)*
  3. *Disposal of confidential information*
  4. *Dangers of using USB sticks being given away or finding one that looks like it has been dropped*

**Yes.**

2. *Does the organisation allow the use of USB sticks?*

**Yes**

3. *Does the organisation deliver specialised training to key staff (those staff that could be targeted as part of a phishing email campaign, ie finance, execs etc)?*

**No**

4. *Does the organisation perform confidentiality audits as per the Data Security & Protection Toolkit?*

**Yes**

*Can you also answer relating to the audits:*

1. *Where the audits are undertaken would these be organised with the local team manager or the head of department ie the director etc?*

**Yes**

2. *Would an audit ever be carried out unannounced?*

**Yes**

3. *Do you have a policy / procedure of how to conduct the audit? – if so can you supply a copy.*

**No**

4. *Do you record the results on a checklist / report and return the key contact? – if so can you supply a blank copy.*

**No**

5. *Does the organisation have confidential waste receptacles placed through the entire organisation and are they regularly emptied?*

**Yes**

6. *Does the organisations Exec board receive board level training relating to Cyber Awareness?*

**Yes**

7. *How does the organisation provide Data Security & Protection Training to staff, does the organisation use (please select all the options that are applicable):*

|  |                                     |
|--|-------------------------------------|
| <i>a. Third party application package</i>              | <input type="checkbox"/>            |
| <i>b. Third party Trainer / class room</i>             | <input type="checkbox"/>            |
| <i>c. eLearning for Health Data Security Awareness</i> | <input checked="" type="checkbox"/> |
| <i>d. In house developed package</i>                   | <input checked="" type="checkbox"/> |
| <i>e. Combination of any of the above</i>              | <input type="checkbox"/>            |

We hope this information is useful, however if you require any further information please do not hesitate to contact a member of the Corporate Affairs Team (contact details at the top of this letter)

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