2gether NHS Foundation Trust

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Freedom of Information Request – Ref: FOI 285-1819

Thank you for your recent Freedom of Information request. Please find the Trust's response below.

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

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

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. All staff receive training as described above**

4. Does the organisation perform confidentiality audits as per the Data Security & Protection Toolkit? **Audits are undertaken where there is a concern that unauthorised access to a clinical record has taken place. Periodic audits of confidential waste disposal processes also take place. Policies are subject to review at least every three years**

    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? **Clinical records audits are undertaken centrally by the IG Officer. Confidential waste audits are undertaken by senior managers in the Estates Department.**
    2. Would an audit ever be carried out unannounced? **No**
    3. Do you have a policy / procedure of how to conduct the audit? – if so can you supply a copy. **There is no documented procedure**
    4. Do you record the results on a checklist / report and return the key contact? – if so can you supply a blank copy. **Results are not documented, but a confirmation is provided to the relevant team manager as to whether unauthorised access has taken place or not.**

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, Board members complete the IG refresher training as described above**

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

a.	*Third party application package*	☐
b.	*Third party Trainer / class room*	☐
c.	*eLearning for Health Data Security Awareness*	X
d.	*In house developed package*	☐
e.	*Combination of any of the above*	☐

Yours sincerely,

Lisa Evans

LISA EVANS
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[2]gether NHS Foundation Trust