Our Ref: 55016

29 January 2019

southseftonccg.foi@nhs.net

Re: Freedom of Information Request

Please find below the response to your recent Freedom of Information request regarding Information Governance within NHS South Sefton CCG.

Request/Response:

1. Does the organisation have training that covers:
   A. Recognising and reporting Phishing emails

      Yes

   B. Recognising Tailgating and how to respond (challenging strangers, checking for ID etc)

      Yes

   C. Disposal of confidential information

      Yes

   D. 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?

   The organisation will only allow USB sticks in exceptional circumstances if no safer alternative can be found and the benefit provided by their use out ways the risk. This however must first be approved and documented by the organisations Senior Information Risk Owner. Only then will encrypted USBs provided by the IT Service be used.

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)?

   Information given to staff, not specialised training

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

   Yes

Can you also answer relating to the audits:

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

   Yes – Midlands and Lancashire Commissioning Support unit Information Governance Lead

6. Would an audit ever be carried out unannounced?

   No

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

   No

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

   No

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

   Yes

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

   Yes

11. 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	✓
d. In house developed package	✕
e. Combination of any of the above	✓