

Request under Freedom of Information Act 2000

**Request Ref: NGFOI 18/19: 516**

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 07/01/19.

I am pleased to be able to provide you with the following information:

1. *Does the organisation have training that covers:*

1. *Recognising and reporting Phishing emails*

**Yes**

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

**Yes**

3. *Disposal of confidential information*

**Yes**

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)?*

**Yes**

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?*

**No**

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