

## ***Request under Freedom of Information Act 2000***

Thank you for your request for information which we received on 12 October 2018.

I am pleased to confirm the following.

**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, however all USB sticks must be Trust owned as they are encrypted.

**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. Audits are carried out on all aspects of the Toolkit and these are used as evidence for compliance.

**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?**

Audits can be spot check, ad hoc or organised through the responses by Department Leads to the specified assertions.

**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.**

These are varied depending on the assertion.

**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):**

<b>a. Third party application package</b>	No
<b>b. Third party Trainer / class room</b>	No
<b>c. eLearning for Health Data Security Awareness</b>	Yes
<b>d. In house developed package</b>	Yes, by a qualified Data Protection Officer
<b>e. Combination of any of the above</b>	Yes

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,  
Freedom Of Information Co-ordinator  
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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