

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):

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