

Mandatory Information Governance Training Level 1 - Basic

Instructions: -

Please read, date, sign and print your name. Send all completed documents via email to mylearning@thurrock.gov.uk

All information you work with has value -

- Only access personal data on a need to know basis.
- Think before you take information out of the workplace.
- Keep information safe while it is in your possession (Do not leave it unattended – not even in a vehicle).
- Keep your work area clear of information when not in use or when you have visitors
- Think about who you provide information to – do they really need to know?
- Don't share any passwords that you may have to access systems.
- Think about the information you record about individuals on file, as this may have to be released to them if requested.
- Seek advice if you need to share information with others.
- Dispose of information securely (use Confidential Waste Bins – not household bins).

Most security incidents happen because of distractions or mistakes –

- Ensure you address envelopes or emails correctly.
- Challenge anyone you see in your workplace that you do not recognise or you think should not be there.
- Do not allow individuals to follow you into your workplace without checking their identification and who they are there to visit.
- When working outside or away from your normal base – ensure conversations are not overheard and information cannot be seen by others.

Points to note -

- ❖ The council require customer/residents/staff information to run the Council effectively. We are trusted to look after this information. Each employee has a responsibility to take care of the information in our possession.
- ❖ All staff have a responsibility to ensure that information is kept secure and confidential. Extra care must be taken with any information that needs to be sent or taken off-site.

If you become aware of a security incident or concern you must report it immediately to the Information Manager on 01375 652500.

I have read and understood the points mentioned above and I accept that I have an individual responsibility to take care of information in my possession and to report any incidents that are of concern.

Signed..... Print name.....

Dated.....