

Governance & Risk Department
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Our reference: FOI DA2983

I am responding to your request for information received on 7th January 2019. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Anita Crosby
FOI & Information Governance Officer

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 545700

Web: www.informationcommissioner.gov.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention

Request:

Question 1. Does the organisation have training that covers:

- a. Recognising and reporting Phishing emails**
- b. Recognising Tailgating and how to respond (challenging strangers, checking for ID etc.)**
- c. Disposal of confidential information**
- d. Dangers of using USB sticks being given away or finding one that looks like it has been dropped**

Answer: East London NHS Foundation Trust uses the on-line training information governance provided by NHS Digital. The training includes the points as mentioned above.

Question 2. Does the organisation allow the use of USB sticks?

Answer: Yes, the Trust allows the use of USB sticks.

Question 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.)?

Answer: Yes, the Trust delivers specialised training to key staff.

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

Answer: Yes, the Trust performs confidentiality audits as per the Data Security & Protection Toolkit.

Can you also answer relating to the audits:

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

Answer: No, an audit would not be organised with the local team manager or the head of department.

b. Would an audit ever be carried out unannounced?

Answer: Yes, an audit would be carried out unannounced.

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

Answer: No, the Trust does not have a policy / procedure on how to conduct an audit.

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

Answer: No, the Trust does not record the results on a checklist / report.

Question 5. Does the organisation have confidential waste receptacles placed through the entire organisation and are they regularly emptied?

Answer: Yes, the Trust has confidential waste receptacles placed throughout the entire Trust which are regularly emptied.

Question 6. Does the organisations Exec board receive board level training relating to Cyber Awareness?

Answer: Yes, the Executive board members receive training relating to Cyber Awareness.

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