

Executive Corridor
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX
Switchboard Tel: 01325 38 0100
Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 01.19.11

Direct line: 01325 743700
Email: cdda-tr.cddftfoi@nhs.net

Email only

30 January 2019

Freedom of Information Act 2000 – Request for Information

Thank you for your request for information received on 7 January 2019 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding IT / Data Protection. Specifically you requested information as follows:

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.

Some of this request will be able to dealt with by either your information governance or / and IT department. Please send me:

- 1. Does the organisation have training that covers:***
 - a) Recognising and reporting Phishing emails - yes***
 - b) Recognising Tailgating and how to respond (challenging strangers, checking for ID etc) - yes***
 - c) Disposal of confidential information - yes***
 - d) 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?***

Answer: Yes (authorised only)

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

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

Answer: Yes

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? - Both**
- b) **Would an audit ever be carried out unannounced?- Yes**
- c) **Do you have a policy / procedure of how to conduct the audit? – if so can you supply a copy – Local Scope attached**
- d) **Do you record the results on a checklist / report and return the key contact? – if so can you supply a blank copy. – Yes - attached**

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

Answer: Yes

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

Answer: 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	<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	<input checked="" type="checkbox"/>

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive
County Durham & Darlington NHS Foundation Trust
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

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

Telephone: 0303 123 1113
Website: www.ico.gov.uk.

There is no charge for making an appeal.

Yours sincerely

Joanna Tyrrell
Freedom of Information Officer