

Question 1 of 18

Score: 5

Who has the overall responsibility for informing and advising the Trust about complying with the Data Protection Law? (Select 1 answer)

- ☐ Chief Executive
- ☐ Caldicott Guardian
- ☐ Data Protection Officer

Question 2 of 18

Score: 5

Which of the following should you be most cautious about opening emails from? (Select 1 answer)

- ☐ Your work colleagues
- ☐ People you do not know
- ☐ Friends and Family

Question 3 of 18

Score: 5

You receive an email from IT stating there has been a problem with verifying your details and asks you to click on a link to update them, what should you do? (Select 1 answer)

- ☐ Respond to it directly
- ☐ Click on the link and provide your details
- ☐ Put the suspicious email into a new email and send to fhft.suspiciousemails@nhs.net

Question 4 of 18

Score: 5

What 2 ways can patient information be emailed securely? (Select 2 answers)

- ☐ From @nhs.net to @nhs.net
- ☐ From @fhft.nhs.uk to @nhs.net
- ☐ From @nhs.net to any other email account
- ☐ By typing [secure] into the subject heading of your email if it is going outside of NHSmail

Question 5 of 18

Score: 5

What would be considered as Personal Identifiable Data (PID)? (Select 1 answer)

- ☐ Name
- ☐ Date of Birth
- ☐ Address
- ☐ Hospital Number
- ☐ All the above

Question 6 of 18

Score: 5

How can patients request copies of their records? (Select 1 answer)

- ☐ They can't
- ☐ Using the on-line form on the Trust website

Question 7 of 18

Score: 5

What data quality checks must be in place when a patient attends a hospital appointment? (Select 1 Answer)

- ☐ Name/date of birth
- ☐ Address/contact information
- ☐ Next of kin
- ☐ GP information
- ☐ All of the above

Question 8 of 18

Score: 5

A patient requests a copy of their medical records, what type of request would this be? (Select 1 answer)

- ☐ Data Protection
- ☐ Freedom of Information

Question 9 of 18

Score: 5

What common themes have been identified surrounding the fines issued by the Information Commissioner? (Select 1 answer)

- ☐ Lack of staff training and awareness
- ☐ Lack of policies and procedures and/or lack of implementation
- ☐ Insufficient monitoring of policies and procedures
- ☐ Human error
- ☐ All of the above

Question 10 of 18

Score: 5

What top 3 risks to data security have been identified within the organisation? (Select 3 answers)

- ☐ Information being sent/given to the wrong person
- ☐ Security of information in transit and at rest
- ☐ Inappropriate access to information
- ☐ Security of network

Question 11 of 18

Score: 5

A member of public contacts you to state they have received a letter not intended for them, what should you do? (Select 1 or more answers)

- ☐ Ask them to destroy it
- ☐ Ask them to return it to the Trust
- ☐ Log it as an incident

Question 12 of 18

Score: 5

When emailing information, what 'Two second' checks should you do before sending? (Select 1 answer)

- ☐ The correct email address has been selected
- ☐ That PID has been removed if not required for the recipient
- ☐ That the email is going securely if containing identifiable Information
- ☐ All of the above

Question 13 of 18

Score: 5

You are working on your PC when you get called away suddenly. What should you do? (Select 1 answer)

- ☐ Leave the computer open you'll only be a minute
- ☐ Tap Off with your ID Badge, Lock or log off the computer

Question 14 of 18

Score: 5

Someone you know/someone you have heard of has come into the Trust as a patient and you would like to wish them well so check the computer to see where they are in the Trust, should you do this? (Select 1 answer)

- ☐ Yes
- ☐ No

Question 15 of 18

Score: 5

Your colleague is off sick and you would like to send them a get well soon card so go onto the ESR to look up their address, should you do this? (Select 1 answer)

- ☐ Yes
- ☐ No

Question 16 of 18

Score: 5

Where can you go to obtain further information about Information Governance guidance and policy? (Select more than 1 answer)

- ☐ Information Governance page on Ourplace
- ☐ Contact the IG Team directly
- ☐ Google

Question 17 of 18

Score: 5

You see a smartly dressed person looking through some medical notes on a ward. They are not wearing a Trust badge, what should you do? (Select 1 answer)

- ☐ Ignore them and let them continue
- ☐ Politely ask them who they are and ask to see their ID badge

Question 18 of 18

Score: 20

Please confirm you have read the Information Governance Study Guide.

- ☐ Yes
- ☐ No