

Assessment

Attempt **all** of the following **20** questions; the pass mark is 80%. If you don't reach 80%, revise the relevant topics and try again.

Check with your IG lead whether your responses need to be recorded and logged

Question 1: What qualities should a Caldicott Guardian have? Tick **two or more options** from the answers listed below.

A	Sufficient experience and seniority to advise the Board on confidentiality issues	
B	Awareness of the key guidance on confidentiality	
C	Expertise in the field of Information Technology	
D	Extensive knowledge of all aspects of Information Governance	

Question 2: Which of the following options form part of the Caldicott Guardian's role? Tick **two or more options** from the answers listed below.

A	To prevent all information sharing outside the organisation	
B	To make sure all patient and service user information is published	
C	To enable appropriate sharing of patient and service user information	
D	To protect the confidentiality of patient and service user information	

Question 3: Which of the following form part of the Caldicott Guardian's role? Tick **two or more options** from the answers listed below.

A	To develop and influence confidentiality policy within the organisation	
B	To oversee information security management within the organisation	
C	To make instant decisions about uses of information	
D	To make practical decisions about uses of confidential information	

Question 4: The role of Caldicott Guardian is distinct from the role of the SIRO, which of the following are part of the Caldicott Guardian role? Tick **two or more options** from the answers listed below.

A	Being legally accountable for all confidentiality issues	
B	Acting as the conscience of the organisation	
C	A point of contact for confidentiality issues	
D	Management of all patient information assets	

Question 5: What role does the Caldicott Guardian play if there is a breach of confidentiality? Tick **two or more options** from the answers listed below.

A	Ensure the incident is not reported	
B	Review confidentiality procedures	
C	Take part in the lessons learned process	
D	Ensure that any misconduct results in disciplinary action	

Question 6: What role does the Caldicott Guardian play if there is a request to share confidential information? Tick **two or more options** from the answers listed below.

A	Determine whether it is appropriate to share the information	
B	Advise the organisation on confidentiality measures	
C	Always say no!	
D	Permit sharing if it is to a colleague	

Question 7: What is the role of the Caldicott Guardian in relation to the wider information governance agenda? Tick **two or more options** from the answers listed below.

A	Informing the Board / senior management team of confidentiality and data protection issues	
B	Presenting the Board / senior management team with options for confidentiality and data protection improvement	
C	Drafting the organisation's assurance statement	
D	Making sure confidentiality and data protection issues are not discussed at meetings of the Board / senior management team.	

Question 8: How can the Caldicott Guardian promote a confidentiality culture? Tick **two or more options** from the answers listed below.

A	Rejecting all requests for sharing clinical/care information	
B	Ensuring staff have access to confidentiality training	
C	Drafting the organisation's risk management policy	
D	Raising confidentiality resource concerns with the Board / senior management team	

Question 9: When resolving local confidentiality issues what information should be retained in a log to assist with future similar queries? Tick **two or more options** from the answers listed below.

A	Sensitive personal information about a patient/service user	
B	The time spent on resolving the issue	
C	The decision taken and reason for doing so	
D	The resources required to resolve the issue	

Question 10: You are asked for your advice on an information sharing issue, what should you consider? Tick **two or more options** from the answers listed below.

A	Whether the patient has consented to the sharing	
B	Whether there is a genuine need to share the information	
C	Whether the request is from an important person	
D	Whether the other organisation shares information with you	

Question 11: Principle 1 of the Data Protection Act requires three separate requirements to be met. Which of the below statements are part of those requirements? Tick **two or more options** from the answers listed below.

A	The requirement to satisfy a condition in Schedule 2 and, in the case of sensitive personal data, Schedule 3	
B	The requirement to collect personal data fairly	
C	The requirement to process personal data lawfully	
D	The requirement to satisfy a condition in Schedule 2	

Question 12: Under Principle 1 of the Data Protection Act individuals must be provided with fair processing information, which of the following statements is **incorrect**? Tick **one option** from the answers listed below.

A	The fair processing information should be given to the individual at the earliest opportunity	
B	The fair processing information is required only for sensitive personal data	
C	The fair processing information should contain information about the purpose of the processing and who data is likely to be disclosed to	
D	The fair processing information should contain information about who the data controller is and the type of data being processed	

Question 13: Does the Data Protection Act require that consent is obtained before processing non-confidential personal information? Tick **one option** from the answers listed below.

A	No, consent is just one of the conditions required for processing	
B	No, consent isn't relevant to the Data Protection Act	
C	Yes, without consent no personal information can be processed	
D	Yes, because Principle 6 requires that personal data is processed in accordance with the rights of the individual	

Question 14: Would it be justified to use care records to target services users so you can send them details of a charity event? Tick **one option** from the answers listed below.

A	Yes, if the charitable aims are relevant to their condition	
B	No, because this is not an appropriate use of staff time	
C	No, as this is not the purpose the information was collected for	
D	Yes, as long as it is a charity related to the provision of health or care	

Question 15: What is the test for determining whether a disclosure of information is in the substantial public interest? Tick **one option** from the answers listed below.

A	Whether the disclosure is interesting to the public	
B	Whether the public good would outweigh the obligation of confidentiality to the patient/service user	
C	Whether the public good would outweigh the obligation of confidentiality to the patient/service user and the broader public interest in providing a confidential service	
D	Whether the public good would outweigh the public interest in providing a confidential service	

Question 16: In what type of situations might it be reasonable to say it is sufficiently in the public interest to disclose personal information? Tick **two or more options** from the answers listed below.

A	To protect the patient/service user from death or serious harm	
B	To assist the police to investigate a murder	
C	To assist the police to locate a missing adult when there is no evidence of there being a case of serious crime	
D	To protect the reputation of the organisation	

Question 17: A patient/service user has a history of violence; can this information be shared with other members of staff? Tick **one option** from the answers listed below.

A	No, this is confidential information and cannot be shared	
B	Yes, with everyone in the organisation to protect them from serious harm	
C	No, it can only be shared if the patient is violent again	
D	Yes, with staff in direct contact with the patient/service user	

Question 18: You are asked whether police can be informed of the name of a patient being treated for a non-accidental but minor knife wound, what would your advice be? Tick **one option** from the answers listed below.

A	Disclose information about the fact of the incident only	
B	Disclose information about the fact of the incident and the patient identity	
C	Disclose information about the fact of the incident and if the police request further details, ask for patient consent regarding disclosing their identity	
D	Do not disclose anything at all	

Question 19: You are informed that you must disclose personal information to comply with legislation, what would you do? Tick **one option** from the answers listed below.

A	Ask the requestor to come back with a court order	
B	Ask the requestor to provide details of the relevant legislation and seek legal advice if necessary	
C	Inform the requestor that the Data Protection Act prevents you from providing the requested information	
D	Inform the requestor that it would not be in the public interest to provide the requested information	

Question 20: What Act provides a right of access to deceased patient records for personal representatives? Tick **one option** from the answers listed below.

A	The Freedom of Information Act	
B	The Data Protection Act	
C	The Human Rights Act	
D	The Access to Health Records Act	