

Assessment

Attempt **all** of the following **15** questions, and check with your IG lead whether your responses need to be recorded and logged

Question 1: Which of the following statements on the types of information used in health and care is **correct**? Tick **one option** from the answers listed below.

A	Personal information applies only to living people	
B	Personal information applies only to patients	
C	A person's name and address are needed for them to be identified	
D	An unusual name will not identify an individual	
E	Anonymised information cannot be personal or confidential	

Question 2: Which of the following statements on the topic of confidentiality is **correct**? Tick **one option** from the answers listed below.

A	It is not necessary to explain how someone's personal information will be used	
B	It is not necessary to give them a choice about how their personal information is used	
C	It is not necessary to tell them before their personal information is shared for the first time	
D	It is not necessary to get consent every time you subsequently share someone's personal information for the same purpose	

Question 3: Which of the following statements on the Data Protection Act 1998 is **correct**? Tick **one option** from the answers listed below.

A	The Act only applies to patient or service user information	
B	The Act only applies to personal information in digital form	
C	The Act prevents information being shared for health and care purposes	
D	Organisations can be fined or face legal action for breaching the principles of the Act	

Question 4: Which of the following statements on the Freedom of Information Act is correct? Tick **one option** from the answers listed below.

A	The Act puts a duty on organisations to supply information to individuals who make a written request	
B	Individuals can submit a request for information in writing or over the telephone	
C	Organisations must respond to a valid request within 10 working days	
D	If necessary, organisations have a duty to create new information in order to meet a FOI request	

Question 5: Which of the following represents an example of good practice in record keeping? Tick **one option** from the answers listed below.

A	Storing commonly used records in your drawer	
B	Including each person's NHS number	
C	Creating duplicate records for each person	
D	Preventing people from checking their own details	
E	Updating records at the end of each month	

Question 6: Which of the following represents an example of good practice in physical security? Tick **one option** from the answers listed below.

A	Having a sign-in procedure for visitors	
B	Sharing your ID badge with a colleague who has forgotten his	
C	Propping open fire doors when the weather is warm	
D	Leaving service user records on your desk in case you need them later	

Question 7: Which of the following should not be used to send personal information unless absolutely necessary? Tick **one option** from the answers listed below.

A	Post	
B	Email	
C	Fax	
D	Telephone	

Question 8: Which of the following is likely to **increase** the risk of a breach when sending personal information? Tick **one option** from the answers listed below.

A	Using a trusted postal courier service	
B	Verifying the identity of telephone callers	
C	Using a secure email system	
D	Leaving messages for telephone callers	
E	Encrypting any personal information	

Question 9: Which of the following statements best describes how to respond to an incident? Tick **one option** from the answers listed below.

A	All incidents should be reported	
B	An incident should be reported only if it results in personal information being revealed	
C	An incident should be reported only if it results in personal information being lost	
D	An incident should be reported only if it results in harm to a service user	
E	There is no need to report an incident	

Question 10: Which of the following is **least** likely to create a security risk? Tick **one option** from the answers listed below.

A	Leaving sensitive documents on your desk	
B	Using a company USB at work	
C	Using an unauthorised mobile phone for work matters	
D	Leaving a restricted access door open	

Question 11: Which of the following is characteristic of a secure password? Tick **one option** from the answers listed below.

A	No more than 5 characters in length	
B	Contains your username	
C	Contains a mix of character types	
D	Similar to previous passwords	

Question 12: Under which of the following circumstances is it acceptable to use your work-provided digital asset for personal browsing? Tick **one option** from the answers listed below.

A	To connect to your personal webmail	
B	If you don't stay online too long	
C	When you are working outside the office or home	
D	Only if you have been authorised to do so by your organisation	

Question 13: Which of the following is the best course of action if you receive a phishing email? Tick **one option** from the answers listed below.

A	Reply to the email	
B	Forward the email to your colleagues	
C	Notify your IT department/provider	
D	Open the attachments	
E	Click on the links in the email	

Question 14: Consider the following statement. “If your computer is running slowly you should disable the anti-virus software.” Tick **one option** from the answers listed below.

A	This statement is true	
B	This statement is false	

Question 15: Which of the following represents an example of good practice in data security? Tick **one option** from the answers listed below.

A	Attaching unauthorised equipment to your work-provided digital asset	
B	Updating the anti-virus software on your work-provided digital asset	
C	Using your work-provided digital asset for personal reasons not consistent with your organisation’s policy	
D	Downloading software or data from the Internet to your work-provided digital asset	
E	Connecting your work-provided digital asset to an unknown network	

Please complete the following details and return to: maccg.foi@nhs.net