

Information Governance e-learning

The Information Governance e-learning offer contains 4 separate e-learning courses:

- Information Security Assurance
- Data Protection
- Freedom of Information
- Records Management

Information Security Assurance Course

Typical duration: 1 hour 40 minutes

Module 1: Welcome and Introduction

This module covers:

- The aims and objectives of the course
- How the course has been structured and a summary of what you will learn in other modules
- Where you can find further information to support your study
- The importance of understanding Information Assurance
- Individual responsibility for Information Assurance
- The Information Security Management System (ISMS)

Module 2: What is Information Assurance?

This module covers:

- the main aspects of Information Security Management;
- how to classify information from an 'Assurance' or security perspective;
- the Information Security Triad and learn how the 3 aspects of Information Security apply to different types of information;
- the different forms that information may take;
- the Council's approach to managing Information Security.

Module 3: Your Information Assurance Responsibilities – who does what?

This module covers:

- the major roles our staff have and how they put Information Assurance measures in place;
- the responsibilities of each role and the types of risks each role has to deal with;
- the consequences for people and organisations who do not meet their Information Assurance responsibilities;
- where you can find more guidance on Information Assurance.

Module 4: Everyday security threats and what you should do about them

This module covers:

- when you should and should not use our ICT equipment;
- the risks all users face when using information or information systems;
- the importance of being aware of these risks;
- how to protect yourself against these risks and keep information secure; and
- where to get more guidance.

Module 5: Access Control

This module covers:

- the need for passwords, and what they are used for;
- good and bad practice in relation to how passwords are used;
- the need for other types of access control, including door codes and ID cards; and
- the 'Password strength checker'.

Module 6: Handling Information

This module covers:

- what information handling is and when good information handling should be applied;
- your own responsibilities, and your team's responsibilities, for information handling;



- how to decide on the sensitivity of any particular information and the appropriate level of security you should apply to it;
- general 'do's' and 'don'ts' when handling different types of information; and
- how to find the current advice for handling information securely.

Each module contains a short tracked assessment of up to 5 questions.

Data Protection Course

Typical duration: 1 hour

Module 1: Why is there a Data Protection Act?

This module covers:

- who the Data Protection Act protects
- what happened before the Data Protection Act was introduced
- the historical policies and dates which helped to shape the Data Protection Act today
- what is personal data
- differences between normal and sensitive data.

Module 2: What is the Data Protection Act?

This module covers:

- the key points of the Data Protection Act
- the law surrounding the Data Protection Act
- the notification process
- the eight principles.

Module 3: How can we protect our data?

This module covers:

- the role of the Data Protection Officer
- potential data security risks
- what happens when things go wrong
- what happens when things go right
- the role you have in adhering to the Data Protection Act
- the life cycle of a piece of data

Each module contains a short tracked assessment of up to 5 questions.

Freedom of Information Act

Typical duration: 20 minutes

This course covers:

- what is the Freedom of Information Act
- what does it mean to you
- requests for information

Each module contains a short tracked assessment of 5 questions.

Records Management

Typical duration: 20 minutes

This course covers:

- what documents and records are
- the protective marking of information
- impact and aggregation of information loss
- the lifecycle of information
- About regulatory control

Each module contains a short tracked assessment of 5 questions.