

## Freedom of Information request 399-20

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### Request

Please provide details around any training offered to staff on:

Confidentiality  
Caldicott Principles  
Data Protection  
Freedom of Information  
Information Governance

As well as providing details of the courses, could you please outline when the course was last updated, whether or not it is mandatory for all staff and supply a copy of the course material.

### Response

NHS Borders provides Core Statutory/Mandatory training to all staff. The training module must be completed by staff joining the organisation and then every two years thereafter.

This is delivered through the eLearning module "Information Governance Code of Conduct" The module was last updated in June 2019, and covers Information Governance, Confidentiality, Freedom of Information and Data Protection.

eLearning is also available on the General Data Protection Regulation 2016. This module was provisioned in 2018.

There is no formal training on Caldicott Principles.

Please find attached a copy of the NHS Borders Information Governance module:



2019 IG Module.pdf

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or [foi.enquiries@borders.scot.nhs.uk](mailto:foi.enquiries@borders.scot.nhs.uk).

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **399-20** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both

the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.