

INFORMATION GOVERNANCE AND RECORD KEEPING QUESTIONNAIRE

Name

Date Completed

Q1 A Volunteer is told something interesting by a patient about their condition. They know of a Volunteer from another department who mentioned they had something similar and who might benefit from knowing this information. What should they do?: (Select TWO of the following options)

- Ask the patient for their consent to pass the details to their fellow volunteer who has an interest in this condition
- Pass on the details of this patient directly to the volunteer
- Seek advice from the information governance team lead
- Not pass on the details as the volunteer should make their own enquiries

Q2 During an office move a Volunteer finds some old personal records. When they check they discover that these should have been destroyed. Which Data Protection Principle was being breached? (Select one)

- Personal data is processed for a specific purpose
- Personal data is processed in accordance with the rights of the data subject
- Personal data is not kept for longer than necessary
- Personal data is adequate, relevant and not excessive

Q3 You are on a public bus and you meet someone you know. Their neighbour is on the unit and they know you work there. The person asks you about the patient's condition. Should you divulge anything?: (Select one)

- Yes, the patient would like his neighbour to know
- No it is a breach of patient confidentiality
- Yes, because the neighbour may need support
- Yes, as long as you don't tell anyone what is wrong with the patient

Q4 When should a record be destroyed? (Select two)

- When the record sheet is full
- When it has reached its full retention period
- When it has been reviewed and decided that it no longer has any justified use
- When there is no longer any space to store it

Q5 According to Data Protection, what is "Personal Information"? (Select one)

- Information that can be used to identify a specific individual
- Only information about patients
- Only information about you
- Only information about people who work for or with the Trust
- All information held by the NHS

Q6 A manager receives an email complaining about the standard of care provided to a patient. Within the email a question is asked about how much it costs to feed all the patients in the hospital on a yearly basis. Is this question a freedom of information request? (Select one)

- Yes
- No

Q7 What rights does the Freedom of Information Act (2002) give to anyone? (Select two)

- To access information held by a public authority
- To access patient records
- To receive a response within 20 working days
- To access sensitive personal data

Q8 How should paper documents be disposed of containing personal identifiable information? (Select Two)

- Ensure they are shredded
- Throw them in the waste paper bin
- Use them as scrap paper
- Dispose of them in a confidential waste bin

Q9 You find a pay slip on the photocopier belonging to a hospital employee. What should you do with it?:- (Select two)

- Leave it on the photocopier hoping the owner comes back for it
- Inform your line manager and suggest returning it to the pay department and reporting the incident
- Go and look for the person and hand it to them
- Rip it into shreds and put it in the bin

Q10 Who is responsible for information security within your organisation: (Select one)

- You
- The Information Governance Manager
- The Trust Board
- Everyone