

Information Security Training

Options for Information and Cyber Security Training both tutor led and online

We all know that protecting information is important but what's the best way to do it? *"It's not rocket science - just basic common sense"*. Even so, we sometimes don't think about it until it's too late.

Information and Cyber Security training is recognised as integral to understanding risks when handling information assets and using computer systems. In fact the UK Government states that all staff must receive training in information and cyber security and that this be repeated on a regular basis.



The council therefore offers both online and tutor led training including:

- Insider e-learning online training should be considered **mandatory** for any staff (permanent, temporary or agency) who handle, or have access to, information assets belonging to the Council. For new starts this training must be undertaken during induction, or as quickly as is reasonably possible. This training must then be undertaken once every year.
- Tutor led training compliments the Insider e-learning training by giving staff a more in-depth, and up to date, awareness of how to handle information and importantly how to protect it. Tutor led training can be undertaken by any staff member however staff regularly handling/managing personal, personal sensitive or business sensitive data should consider undertaking this training yearly.
- "Focus On" 45mins learning events which provide tutor led training on specific areas of interest. Depending on circumstances some of these sessions may be made mandatory for some staff. It is recommended however that all staff take the opportunity to attend these events.
- Teaching staff specific tutor led training, in conjunction with Data Protection, should be considered mandatory and undertaken once every 2 years.

Insider E-Learning - Mandatory every year

Everyone has a responsibility for information and cyber security. If you handle information assets on behalf of the Council or connect to any Council computer network you are required to undertake the 'Information and Cyber Security' course once every year to ensure you're aware of the simple steps that YOU are required to take to help the Council protect its information and computing environment.

Step 1 - Go to the Councils E-Learning page and login

[https://\[REDACTED\]](https://[REDACTED])

Step 2

Once logged in, select 'Corporate Policies and Initiative'

Step 3

Select the 'I.T-Policies' category

Step 4

Select the Course you wish to undertake from:

- **Information and Cyber Security** - this is a mandatory course that all staff who handle information assets or access computing systems must undertake every 2 years
- **Social Media Awareness Module** - this is an optional course to provide information related to social media

Tutor Led Training - Highly Recommended yearly

Departmental requirements for tailored tutor led workshops can be requested direct with the Information Security team at information.security@eastrenfrewshire.gov.uk

Further the standard session can be ran at anytime to suit departments contact the Information Security team at information.security@eastrenfrewshire.gov.uk to arrange.

Dates are available now and can be booked via the HR Employee Self Service portal (iTrent) (available from the home page of the [Intranet](#)). Refer to the booking information document at the bottom of the page if instructions are required.

Note that dates later than April 2023 will be open for booking once HR make available.

Date	Session Times	Location	Additional Information
24/01/2024	10:00 to 12:45	Online via HR Employee Self Service learning	Team Meeting invite will be received from ross.cowan@eastrenfrewshire.gov.uk a few days before event. If not received contact Ross direct)
27/03/2024	10:00 to 12:45	Online via HR Employee Self Service learning	Team Meeting invite will be received from ross.cowan@eastrenfrewshire.gov.uk a few days before event. If not received contact Ross direct)
21/06/2024	10:00 to 12:45	Online via HR Employee Self Service learning	Team Meeting invite will be received from ross.cowan@eastrenfrewshire.gov.uk a few days before event. If not received contact Ross direct)
25/09/2024	10:00 to 12:45	Online via HR Employee Self Service learning	Team Meeting invite will be received from ross.cowan@eastrenfrewshire.gov.uk a few days before event. If not received contact Ross direct)
10/12/2024	10:00 to 12:45	Online via HR Employee Self Service learning	Team Meeting invite will be received from ross.cowan@eastrenfrewshire.gov.uk a few days before event. If not received contact Ross direct)
11/03/2025	10:00 to 12:45	Online via HR Employee Self Service learning	Team Meeting invite will be received from ross.cowan@eastrenfrewshire.gov.uk a few days before event. If not received contact Ross direct)

Focused Learning Events (45mins)

These events target specific areas of interest during a 45 minute window. Book via the following:

Focus on Phishing

- Focus on Phishing Q1 / Q2 2024 - Book [here](#)

Completed Sessions

- Focus on Phishing March 2023 onwards - Book [here](#)
- Focus on Phishing: October 2022 to February 2023 Book [here](#)
- Focus on Phishing: March to September 2022 Book [here](#)

Focus on Passwords

- Focus on Passwords: December 2023 to February 2024 Corporate book [here](#) Schools based personnel book [here](#)
- Departments / Services can request sessions to be ran specifically for them at a mutually agreed date, contact information.security@eastrenfrewshire.gov.uk to arrange.

Completed Sessions

- Focus on Passwords: April 2023 Book [here](#)
- Focus on Passwords: June to August 2022 Book [here](#)
- Focus on Passwords: September to October 2021 Book [here](#)
- Focus on Passwords: November 2021 Book [here](#)
- Focus on Passwords: January 2022 Book [here](#)


Online Training - Additional Resources

The following provides links to additional training resources that may be of interest to enhance your understanding of the subject matter. Check back regularly for updates.

- **Online training courses** - provided by the NCSC (National Cyber Security Centre) covers topics such as defending yourself against phishing, creating strong passwords and securing devices: <https://www.ncsc.gov.uk/training/top-tips-for-staff-scorm-v2/scormcontent/index.html#/>
- **Stay Safe Online poster** - pdf download giving top tips for staying safe online: https://s3.eu-west-1.amazonaws.com/ncsc-content/files/staff_training_infographic_3.pdf

Keep Yourself Safe - Additional Information

- Can you Catch the Phish? [Take the quiz](#) and test yourself!
- Register your personal email addresses at <https://haveibeenpwned.com/>
- Are you giving away too much information online? Set your privacy settings: <https://www.cifas.org.uk/services/identity-protection>
- www.identityfraud.org.uk (www.cifas.org.uk/services/identity-protection)
- www.getsafeonline.org
- www.actionfraud.police.uk

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How to book tutor led Information and Cyber Security Training