

# 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? Cathie Fraser, our Information Security and Digital Risk Officer states *"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. The online training provided via the Intranet should be consider

ed mandatory for any staff who handle information assets belonging to the Council. Tutor led training compliments the online training giving staff a more in-depth awareness of how to handle information and importantly how to protect it. Tutor led training can be undertaken by any staff member but is highly recommended for any staff managing personal or business sensitive data.

Departmental requirements for tailored tutor led workshops can be requested direct with Cathie at [cathie.fraser@eastrenfrewshire.gov.uk](mailto:cathie.fraser@eastrenfrewshire.gov.uk).

## Tutor Led Training

Dates are available now and can be booked via MyInsider. Refer to the booking information document at the bottom of the page if instructions are required.

Date	Session Times	Location	Additional Information
17/11/2020	10:00 to 12:45	Online via Teams (book online as normal via MyInsider)	Team Meeting invite will be received from <a href="mailto:cathie.fraser@eastrenfrewshire.gov.uk">cathie.fraser@eastrenfrewshire.gov.uk</a> a few days before event. If not received contact Cathie direct)
22/01/2021	10:00 to 12:45	Online via Teams (book online as normal via MyInsider)	Team Meeting invite will be received from <a href="mailto:cathie.fraser@eastrenfrewshire.gov.uk">cathie.fraser@eastrenfrewshire.gov.uk</a> a few days before event. If not received contact Cathie direct)
19/03/2021	10:00 to 12:45	Civic Room 2, 211 Main Street, Barrhead, G78 1SY	

## Online Training - ERC

Everyone has a responsibility for information and cyber security. If you handle information assets on behalf of the Council or connect to the Councils computer network you are required to undertake the 'Information and Cyber Security' course every 2 years 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**

[LINK 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
- **Information Security User Awareness video** - this is an optional course to provide information related to all areas of information security

## 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.

- **Stay Safe Online training course** - this course is provided by the NCSC (National Cyber Security Centre) to provide a background to staying safe online: [https://www.ncsc.gov.uk/training/top-tips-for-staff-web/story\\_html5.html](https://www.ncsc.gov.uk/training/top-tips-for-staff-web/story_html5.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](https://s3.eu-west-1.amazonaws.com/ncsc-content/files/staff_training_infographic_3.pdf)

## Keep Yourself Safe - Additional Information

- 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](http://www.identityfraud.org.uk) ([www.cifas.org.uk/services/identity-protection](http://www.cifas.org.uk/services/identity-protection))
- [www.getsafeonline.org](http://www.getsafeonline.org)
- [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### Related documents

-  [Booking Information and Cyber Security Training \[55kb\]](#) [[Subscribe](#)]

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