

Training needs analysis

Template v1.1

| Area of training | Types of staff | Staff member name | Staff member name | Staff member name | Etc |
| --- | --- | --- | --- | --- | --- |
| Data and cyber security awareness and good practice, including:   * Data protection * Data quality * Record keeping * Data security * Confidentiality * Rights of individuals under GDPR including subject access requests | All  Frontline Care Staff  Office Staff  Managers  Board members |  |  |  |  |
| Physical security including paper records and files | All |  |  |  |  |
| Preventing data and cyber security threats including awareness of potential threats, and reporting incidents (data breaches) including near misses | All |  |  |  |  |
| Email good practice | Staff who use email |  |  |  |  |
| Password good practice | Staff using passwords to access company systems |  |  |  |  |
| Safe use of removable media (memory sticks) with company computers | Staff using computers to do their work |  |  |  |  |
| Safe use of company laptops, tablets and phones | Staff provided with company devices |  |  |  |  |
| Safe use of personal mobile phones to carry out company business | Those who use generic systems such as WhatsApp for work or who use an App to view care records using their own phones. Those who access company email and/or documents or systems from their own devices. |  |  |  |  |