

Enter name of Worker:		Option 1	Option 2	Option 3	Option 4	Answer Correct Y/N
1. An employee responsible for a breach of the Data Protection Act could face?	Circle three answers	Disciplinary action		Civil/Criminal proceedings	A requirement to undertake further training	
2. What does the SafeHaven Guidance include?	Circle three answers	Paper Record Security		Establishment Security	Taking work outside the workplace	
3. According to the Data Protection Act what is personal data	Circle three answers	Medical history	Address	Date of birth		
4. If a member of the public approaches you to ask about a client, what would you do?	Circle two answers	Make a note of the person’s question and contact details and pass on to your manager			Provide the member of public with details of who to contact to deal with their enquiry	
5. Ways of Avoiding Security Breaches?	Circle three answers	Never share passwords / door codes / key safe numbers			Always lock electronic devices that store personal data when not in use.	Verify identity of individuals in all cases before releasing personal information
Continued overleaf						

6. What should you do with papers with person-identifiable information when you have finished with it	Circle one answer	Return it to the office for secure disposal					
7. When working with Partner agencies and sharing information relating to Safeguarding the overriding consideration should be	Circle one answer				The safety and welfare of the child or vulnerable adult		
8. Which of these is a security breach?	Circle three answers			Client information left on seats/car seats or other public areas where it can be viewed by passers by.	Loss of ID Badge	Discussing clients with own family and friends	
						Total Number Correct	