

# Level 1 IG Course - Now Test your Understanding

1. An employee responsible for a breach of the Data Protection Act could face?

Circle **three correct** answers.

Disciplinary action	No possibility of any action	Civil/Criminal proceedings	A requirement to undertake further training
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2. What does the SafeHaven Guidance include advice on?

Circle **three correct** answers.

Paper Record Security	Setting up a Facebook Account	Establishment Security	Taking records outside the workplace
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3. According to the Data Protection Act what is *Personal Data*?

Circle **three correct** answers.

Medical history	Address	Date of birth	Favourite singer
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4. If a member of the public approaches you to ask about a client, what would you do?

Circle **two correct** answers

Make a note of the persons question and contact details and pass it on to your manager or supervisor	Put a blog on your social media site e.g. Facebook or Twitter, that you know your manager will see	Try to answer the question on the spot	Provide the member of the public with details of who to contact to deal with their enquiry
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## 5. Select ways of Avoiding Security Breaches?

Circle **three correct** answers.

Never share passwords, door codes or key safe numbers	Always lock electronic devices that store personal data when not in use.	Let your manager know through Facebook or Twitter etc. if you have any concerns	Verify the identity of individuals in all cases before releasing personal information
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## 6. What should you do with papers with person-identifiable information when you have finished with it?

Circle **one correct** answer

Return it to the office for secure disposal	Put it in a bin	Use it as scrap paper	Leave it lying around where anyone can read it
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## 7. When working with Partner agencies and sharing information relating to the safety of a child or adult, the overriding consideration should be?

Circle **one correct** answer

Obtaining consent in all circumstances	How people will react to a decision to share their information	If there is a current data sharing agreement in place	The safety and welfare of the child or vulnerable adult
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## 8. Which of these is a Security Breach?

Circle **three correct** answers.

Keeping information secure	Client information left on car seats or other public area where it can be viewed by passers by	Loss of ID badge	Discussing clients with family and friends
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