HIC SERVICES STANDARD OPERATING PROCEDURE

New Staff Data Security Training

SOP NUMBER: HIC Services SOP 13
VERSION NUMBER: 2.0
EFFECTIVE DATE: 8th November 2018
DOCUMENT SECURITY LEVEL: Open
REVIEW DATE: This SOP will be reviewed at least every 12 months, or at other times as requested by: HIC Governance Committee

AUTHOR: Duncan Heather
DATE APPROVED BY THE INFORMATION GOVERNANCE COMMITTEE: 08/11/2018
DATE APPROVED BY THE HIC EXECUTIVE COMMITTEE: 14/11/2018
DATE REVIEWED BY HIC OPERATIONS GROUP: N/A
CONTACT PERSON FOR THIS SOP: HIC Governance Manager
**DOCUMENT REVIEW AND REVISION HISTORY:**

<table>
<thead>
<tr>
<th>Version Number:</th>
<th>Edited by (job title):</th>
<th>Effective Date:</th>
<th>Details of editions made:</th>
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<tr>
<td>1.0</td>
<td>Duncan Heather, HIC Governance Manager</td>
<td>01/01/15</td>
<td>New SOP</td>
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<tr>
<td>2.0</td>
<td>Duncan Heather, HIC Governance Manager</td>
<td>08/11/18</td>
<td>Updated to reflect new Staff Confidentiality Agreement and align training with UoD policy</td>
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<tr>
<td>2.0</td>
<td>Tracey Stewart (Data Entry Team Leader)</td>
<td>25/02/20</td>
<td>Updated cover sheet with new approval process information</td>
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<tr>
<td>2.0</td>
<td>Rachael Torano (Business Support)</td>
<td>18/05/20</td>
<td>Updated with new and approved Header Changes made to cover page to include Op’s review date as agreed at the HIC Information Governance Meeting Document Review and Revision History table header updated As agreed by the HIC Governance Committee signatures have been removed from cover page and Document Review and Revision History table has been updated to include review dates and notes</td>
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<td>2.0</td>
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<td>30/06/20</td>
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*Draft and Archived/Obsolete revisions are not to be used.*  
*Access current versioning system to verify revision.*
1. PURPOSE

Health Informatics Centre Services (HIC Services) is a University Research Support Unit operating within the Tayside Medical Science Centre (TASC) at the University of Dundee, in collaboration with NHS Tayside and NHS Fife. HIC Services provides Data Users with linked, anonymised information derived mostly from large Population Based Health Datasets, owned mainly by the NHS and the University of Dundee. HIC also develops data collection software, provides data entry and securely hosts data for research use.

Data security and confidentiality are HIC’s highest priorities. Physical processes need to be in place, described in HIC Services SOP 01 and staff need to understand the importance through an effective initial induction, followed by ongoing refresher and awareness training and assessments to ensure continuing vigilance to these priorities. This SOP describes procedures to follow for new staff to ensure security and confidentiality are emphasized and maintained.

2. SCOPE

This SOP covers HIC training. It is applicable to all HIC staff. This SOP will be made available to all users and potential users of the HIC Service and will be externally visible on the public HIC website.

3. DEFINITIONS

See HIC Services SOP Appendix B - Definitions

4. RESPONSIBILITIES

- **Process Manager** – To ensure new staff complete the actions required within this SOP
- **HIC Governance Manager** – To ensure new training is identified annually
- **HIC Admin Support** – To action the provisioning of SOPs and agreements to new starts for reading and signing.
- **All HIC Staff** – Responsible for adherence to the SOP as specified
5. POLICY

5.1.1.1 New HIC Data Analysts, HIC Developers, HIC IT Administrators and HIC Data Entry staff requiring access to HIC IT networks and data are required to:

- Be confirmed as a member of HIC Technical staff, following procedures described in HIC Services SOP 01, to enable access to HIC secure areas and networks.
- Obtain a University of Dundee ID card within 4 weeks of starting and have this validated for appropriate secure room access.
- Obtain an honorary NHS Contract
- Read and sign a HIC Staff Confidentiality Agreement
- Read and sign off as having read, all HIC SOPs relevant to the Technical post.
- Complete the online University of Dundee course “Information Security Awareness Training” within first week of employment.
- Complete the recommended governance training within 4 months of starting and completed annually.
- Record the course completion in the HIC staff training log.

5.1.1.2 The HIC Governance Manager will source and provide access to additional “refresher” governance training for staff annually, where available, to ensure staff are up to date with relevant changes to governance legislation and new practices.

6. APPLICABLE REFERENCES

- HIC Services SOP 01 HIC Data Security
- HIC Services Staff Confidentiality Agreement
- HIC Services SOP Appendix A – Policy
- HIC Services SOP Appendix B – Definitions
- HIC Services SOP Appendix C – Roles and Contact Details