



*Information Governance
made simple*

E-LEARNING

An interactive tool designed to help you understand the importance of information management and explain what you need to do to handle information safely and responsibly

6 Modules

5 Interactive Scenarios

Single and Multiple-Choice Answers

Comprehensive Final Quiz

 IGSolutions@leeds.gov.uk

 [@IGSolutionsLCC](https://twitter.com/IGSolutionsLCC)



Leeds
CITY COUNCIL

Module 1: Introduction

- About the course
- General concepts

Module 2: Introduction to the Law

- Freedom of Information 2000
- General Data Protection Regulation 2018

Module 3: Creating and Storing Information

- Collecting information
- Privacy notices
- Physical and digital security

Module 4: Sharing and Disposing of Information

- Privacy impact
- Fair information sharing
- Data retention, transport and disposal

Module 5: Using the system securely

- Passwords, emails, internet
- Cyber-security

Module 6: Away from the office

- Behaviour
- Information security

Module 7: Quiz

