Data Security and Protection Toolkit action plan
March 2019 v1

Assertion Ref no	Evidence Item Ref No		Current Position	Actions Required (to meet the standard)	Date Action to be completed by	Action Owner
3	3.3.1	Deliver data security awareness training to 95% staff	The workforce establishment in ESR has been updated to ensure it is an accurate reflection of the Trust's current workforce and hierarchy. The Trust has recently had its annual ESR Assessment by the ESR Regional Support Team. The assessment outcome illustrates our progress in implementation and utilisation of ESR functionality. The assessment outcome was positive and an ESR action plan is being developed with progress reported via the Strategic Workforce Group. The Trust has launched ESR Manager self-service in January 2019 (following the ESR project), which will enable managers to review their employee's compliance/competencies and be able to view real time information for their own teams.	Progress implementation and monitor uptake of Manager self-service as part of the ESR project action plan.	Jun-19	Suzanne Hartshorne, Associate Director Workforce
3	3.3.1	Deliver data security awareness training to 95% staff	The Trust launched ESR Staff self-service in January 2019. Progress with the ESR project roll out is reported to Strategic Workforce Group. Staff are able to see their required mandatory training competencies and compliance.	Embed use of ESR Staff self-service. Next stage of staff self-service is to require staff to use ESR for annual leave booking which will ensure all staff are accessing the system.	Jul-19	Suzanne Hartshorne, Associate Director Workforce
3	3.3.1	Deliver data security awareness training to 95% staff	A working group has been established to undertake a review of the appraisal process. The IG function is represented at this group.	Capture verification of completion of Data Security Awareness mandatory training requirement within the appraisal process documentation. Recording of appraisal is to be captured on ESR. Non-compliance will be highlighted through that process.	Jul-19	Sarah Akhtar, Head of Leadership and Organisational Development Suzanne Hartshorne, Associate Director Workforce
3	3.3.1	Deliver data security awareness training to 95% staff	The nature of a mobile workforce presents a challenge to the Ambulance Service. We have invested in additional ICT equipment provision for our Patient Transport Services to enable access to e-learning. Pilot 5 tablets used in Q3 and Q4 of 2018/19.	Continue to invest in ICT infrastructure to improve accessibility of equipment to a frontline mobile workforce - further tablets procured and with ICT Team for configuration.	May-19	Ola Zahran, Associate Director of ICT Dave Green Head of Service and Standards, PTS

3	3.3.1	Deliver data security awareness training to 95% staff	Strengthen communications to PTS frontline staff to ensure Corporate, service and individual messages are directed to staff including: - Trust weekly Staff Update publication - PTS update bulletin - direct messages specific to individuals	PTS have invested in individual issue smart phones which are to be rolled out in Q1.	Jun-19	Ola Zahran, Associate Director of ICT Dave Green Head of Service and Standards, PTS
3	3.3.1	Deliver data security awareness training to 95% staff	Improve ICT accessibility across the geography of the organisation as part of a wider strategic objective to invest in ICT infrastructure.	ICT Infrastructure programme to enable wifi capability in every ambulance station is in Phase 3, oversight of completion is via ICT Programme Board. Optimising wifi coverage will enable better staff accessibility.	Aug-19	Ola Zahran, Associate Director of ICT
9	9.4.1	Data Security Improvement Plan	The Trust has a number of data security risk mitigation processes in place and actions underway in response to a range of reviews and assessments including the IT Healthcheck, ICT Internal Audit Programme, CareCert Alerts process. Assurance on delivery and mitigation of risk is provided to Executive Security Review which is chaired by the SIRO.	The Trust will formalise these workstreams around data security risk mitigation into one comprehensive Data Security Improvement Plan.	Jul-19	Ola Zahran, Associate Director of ICT
10.1	10.1.1	The organisation can name its suppliers, the products and services they deliver and the contract durations.	The Procurement Team use the Blue Light Contracts Database and are leading work to update contractual information to this database, this is in progress.	Progress work which is underway to develop a comprehensive database of contracts.	Aug-19	Matthew Barker, Head of Procurement
10.2	10.2.1	Basic due diligence of supplier contracts	Basic due diligence is covered as part of the tendering process and is included within the Trusts documentation for establishing contractual arrangements. A review of historic contracts is underway.	Review of existing contracts to ensure due diligence adhere to ICO guidance.	Aug-19	Matthew Barker, Head of Procurement
10.2	10.2.2	% Suppliers with Data Security contractual clauses in place	A review of historic contracts is underway.	Review of existing contracts to ensure appropriate contract clauses are in place.	Aug-19	Matthew Barker, Head of Procurement