

The Marine Society & Sea Cadets

Courses to promote information security

You will be aware of concerns that have been raised for some time across government about the general level of **data security** and in particular the protection of personal information. The MOD have re-enforced this message and have sought our support to improve our awareness of the issues involved.

Two sets of support material have been provided. **Protecting Level 1** material is an interactive training package that is for completion by all users of Westminster. Future users of Westminster will need to complete this before being allowed onto Westminster. Existing Westminster users will need to complete this during May and June 2010. The course can be completed within an hour, followed by a short test of about 20 minutes. **Protecting Level 0** material is for all other volunteers (instructional staff and UMC members) and is a power-point presentation to be delivered by the Unit, by a suitable person who has successfully completed the Level 1 course. This may be the CO/OiC, Chairperson or other appropriate person.

The Protecting Level 1 course is available through Westminster and the instructions for use are as follows:

From the Westminster Home Page choose the **Document Library** icon. Go to the **“How To” Guides** tab and select the **General** tab. Select the WM105 How to download and use Protecting Information Level 1 and Level 2 Courses and follow the guidance. **This course is mandatory for all Westminster users.**

On completion a **personal certificate** can be produced to retain and to show the Unit Admin officer for the result to be entered onto Westminster.

Protecting Level 0 is available as a PowerPoint file on the T&A website and also on Westminster and should be downloaded for use by the person who will deliver the awareness session. This course should be delivered to all unit adult volunteers during May, June and July and it will be incorporated into the Adult Induction Course for new instructional staff during May/June.

The presentation on the T&A website is under **Training** and then tab: **Protecting Information** (see: <http://www.scheadquarters.com/Training>).

For **access through Westminster** follow the instructions for the Level 1 course. Note that you can use Adobe Reader if you do not have Microsoft PowerPoint and there is an Adobe Reader pdf file in Westminster. WM105 has additional information on this. **On completion** the Unit should enter details on Westminster.

Any enquiries should be directed to:

For technical issues: ASO (IT).

For policy/content: Director of Training or Director of Business Management

