

EASTERN AREA TEMPORARY MEMO 22/11

25 June 2011

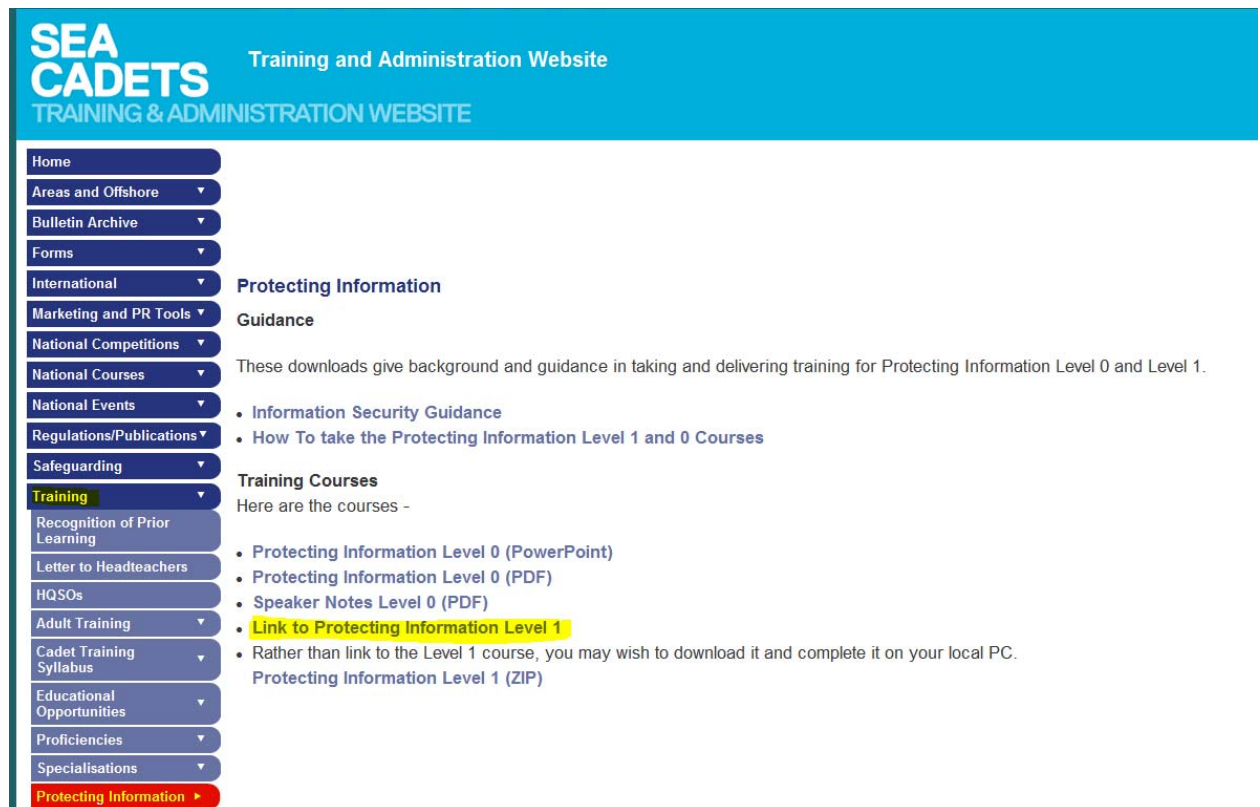
Sponsor: ASO IT

MANDATORY COMPLETION AND RENEWAL OF PROTECTING INFORMATION LEVEL 1 COURSE AND ASSESSMENT (FOR ALL WESTMINSTER USERS) AND LEVEL 0 COURSE (FOR ALL REMAINING STAFF).

1. 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 MSSC support to improve awareness of the issues involved.

Protecting Information Level 1

2. **Protecting Level 1** material is an interactive training package that is for completion by all users of Westminster. The course is available from the Training and Administration Website - <http://www.sccheadquarters.com> – **Training – Protecting Information – Link to Protecting Information Level 1**(as shown below)



The screenshot shows the SEA CADETS Training and Administration Website. The header includes the SEA CADETS logo and the text 'Training and Administration Website' and 'TRAINING & ADMINISTRATION WEBSITE'. A navigation menu on the left lists various categories, with 'Training' highlighted. The main content area shows the 'Protecting Information' section, which includes 'Guidance' and 'Training Courses'. Under 'Training Courses', there is a list of links, including 'Link to Protecting Information Level 1', which is highlighted in yellow. Below this link, there is a note: 'Rather than link to the Level 1 course, you may wish to download it and complete it on your local PC. Protecting Information Level 1 (ZIP)'.

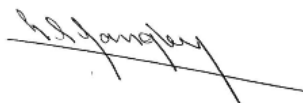
3. On completion a **personal certificate** is produced and is to be presented to the Unit Admin officer so that the result can be entered onto the Adult's Westminster qualification record (Syllabus: **Health and Safety**, Module: **Protecting Information Level 1**)
4. The course can be completed within an hour, followed by a short test of about 20 minutes.
5. **This course is mandatory for all Westminster users and must be retaken annually.** All Existing Westminster users will need to complete the course and renew the qualification by **2300 Friday 22nd July 2011**.
NOTE: Any user without (or an expired) 'Protecting Information Level 1' qualification will be locked out of the Westminster system after 2300 Friday 22nd July 2011.
6. New users of Westminster will need to complete this before being allowed onto Westminster.

Protecting Information Level 0

7. **Protecting Information Level 0** is available as a PowerPoint presentation on the Training and Administration Website and should be downloaded for use by the person who will deliver the awareness session (normally any Unit instructor nominated by the CO/OIC who holds an in-date Protecting Information Level 1 course). This course should be delivered to **all Unit Adult Volunteers**.
8. **On completion** the Unit Admin Officer can award the Protecting Information Level 0 qualification onto the Adult's Westminster qualification record (Syllabus: **Health and Safety**, Module: **Protecting Information Level 0**). The qualification is valid for 3 years.
9. All Unit Adult Volunteers who do not hold the Level 1 qualification will need to complete the Level 0 course and renew the qualification by **2300 Friday 22nd July 2011**.
10. **Please note that evidence of completed in-date Level 1 and 0 courses will be a factor that will be considered as part of the Unit Review process.**

If you have any questions or require help, please contact of the following, details as per the Area Directory:

- ASO(IT) – Lt (SCC) M Janner-Burgess RNR
- Assistant ASO(IT) – Lt (SCC) S Dunn RNR
- Your local DSO(IT)



E S LANGLEY
Commander Royal Navy
Eastern Area