Standard 14 Handling Information

**Learning Outcome -The learner will:**

**Assessment Criteria – The learner can:**

**12.1a** Complete the table below to show your understanding of agreed ways of working for handling information and two pieces of related legislation. You will need to describe how they affect the recording, storing and sharing of information.

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| --- | --- | --- |
|  |  | How does it affect the recording, storing and sharing of information? |
| Agreed ways of working | This includes.... |  |
| Legislation 1: ..................... | The aim of this legislation is.... |  |
| Legislation 2: .................... | The aim of this legislation is.... |  |

**14.1b** Part i) Identify the secure systems used in your workplace for recording, storing and sharing information.

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Part ii) Now that you have thought about some of the secure systems used in your workplace, provide an explanation of why it is important to have secure systems for recording, storing and sharing information. Make sure you use the following words in your answer:

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| Vulnerable / Responsibility / Trust / Protect / Private / Safeguard |
|  |

**14.1d** Part i) For each of the statements below, decide whether agreed ways of working in relation to handling information have been followed. Tick either yes or no.

|  |  |
| --- | --- |
|  | Agreed ways of working followed? |
| Sensitive personal information about individuals is left on display | Yes | No |
| The last person on the staff computer has not logged out properly | Yes | No |
| An individual is taken to a private and safe area to discuss their concerns | Yes | No |
| An individual’s circumstance is discussed by colleagues over a lunch break | Yes | No |
| The manager does not address a complaint made by an individual you support about a breach of confidentiality of their personal information | Yes | No |
| An individual’s private details are taken and stored in a secure or locked cupboard | Yes | No |
| Two workers communicate about an individual, when they are off duty through a Facebook message | Yes | No |

Part ii) Thinking about the statements above that would need to be reported, explain how and to whom you would raise your concerns, or whistle blow, if you felt that agreed ways of working had not been followed.

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| **Assessor Feedback: Date:** |

Candidate Signature: ……………………………………………….. Date: ………………….

Assessor Signature: …………………………………………………. Date: ………………….