**Daily update
(12 December 2023, 10.00am)**

Topics in this Core Brief:
- Staff winter vaccination drop-ins this week
- Information Governance and IT Security Training
- Staff Festive Taxi Service

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**Remember, for all your latest news stories, visit our new Staffnet Hub:
GGC-Staffnet Hub - Home (sharepoint.com)**

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**Staff winter vaccination drop-ins this week**

Now is the time to protect yourself from Flu and Covid-19 ahead of the busy festive season. The following staff drop-ins are scheduled this week. No appointments are necessary.

| Date | Location | Time |
|------|----------|------|
| Wednesday 13 December | Education Department, Room 13 – West of Scotland Cancer care | 9.00am – 4.00pm |
| Thursday 14 December | Inverclyde Royal Hospital, L South | 9.00am – 4.00pm |

Staff can also make an appointment for their vaccines at a local clinic via this link: Login - Customer Service (nhs.scot).

Flu vaccinations are also free for NHS staff at selected pharmacies. See the list of available pharmacies here: participation-list-070923-webpage-2-1.xlsx (live.com).

Further information regarding vaccinations can be found at: Winter vaccines | NHS inform.

**Information Governance and IT Security Training**

Training is key to ensure staff understand their responsibilities covering data protection and data security and it is an important part of NHSGGC's obligations under data protection legislation to ensure staff have appropriate training in these areas. This is achieved through initial training at induction which is supplemented with the regular completion of Information Governance and Information Security mandatory training modules. Line managers and staff receive reminders to complete these modules as and when they are due for renewal but in recent months there has been a reduction in the number of staff completing these mandatory modules. The two modules which staff are required to complete are:

**Module 009 Safe Information Handling** - this e-learning module explains the core concepts of safe and appropriate handling of personal and other information and describes the strategies and skills required to safely manage information.

**Module 008 Security & Threat** - this e-learning module will ensure all staff will be able to take practical steps to promote a positive security culture within their own workplace and reduce security breaches.

Managers and staff are asked to please ensure that modules have been completed. Staff with any queries about these modules should raise these in the first instance with your line manager.

In addition to mandatory training, regular Information Governance and Information Security communications are issued to staff through Core Brief. In addition, refresher or specific tailored training can be requested through the IG team. There is also a wide range of guidance and FAQs available to staff in relation to Information Governance and associated policies on the IG Knowledge Hub which can be found at: Information Governance Knowledge Hub (sharepoint.com).

Guidance and support is also available through the Information Governance and IT Security teams. If you have any questions relating to either subject or to arrange training for your service please contact the IG Team at: Data.Protection@ggc.scot.nhs.uk or the IT Security Team at: IT.Security@ggc.scot.nhs.uk.

**Staff Festive Taxi Service**

Please note that where Directorates have put in place arrangements for staff to access taxis on the Christmas and New Year Public Holidays **all requests should be made one week in advance** with the relevant taxi company. This is due to the restricted number of taxis working on the Public Holidays.

The taxi providers will require the relevant authorisation codes in order to provide the taxi. Journey costs will be charged to the individual cost centres aligned to each service.

All staff involved should be aware of ordering requirements and the authorising manager should ensure that this is in line with the protocol for ordering and use of taxis and couriers.



***Staff are reminded to make sure their personal contact details are up to date on eESS.***