



Annual Information Governance Training Kick Off January 2021

Please follow these instructions to complete your **annual** Information Governance (IG) program training.

As a reminder, this consists of both (i) the review of the new and revised Department IG policies in the PRISMS IG application as well as (ii) completion of the University Information Security and Privacy Awareness “refresher” course.

Department IG Policy Review

To access the current suite of Department IG Policies in PRISMS IG, please click on [this link](#) to log into your PRISMS IG account and complete the attestation step required for each policy document.

You most likely just received a notice from this application indicating that the policies are now available for your review;

Information Security and Privacy Awareness Refresher Training Course

To enrol in and complete the “refresher” training in CoSy, log in [HERE](#) (SSO required).

- ✓ Carefully read the steps required for enrolling in the course and follow the separate set of steps for taking the course;
 - Select whether to redo the full course or the shorter ‘Refresher’ section (found on the main menu page within the course) and then take the test.
- ✓ Upload the course completion certificate into PRISMS IG once it becomes available via email in your Outlook inbox; and
- ✓ Contact grc@infosec.ox.ac.uk if you have any CoSy issues or queries.

New Starters

For those who recently started in the Department, [this training still applies](#).

- ✓ Please complete the review of the **updated** IG policies now saved in PRISMS IG as well as the above referenced **refresher** course in CoSy.

Due Date

Please make every effort to complete these mandatory trainings by **26 February**.

Questions

If you have any questions, contact the IG team (datasecurity@phc.ox.ac.uk). Thank you.



NUFFIELD DEPARTMENT OF
PRIMARY CARE
HEALTH SCIENCES