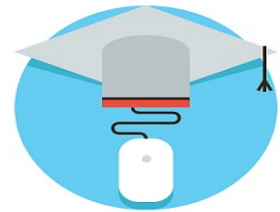# Responsible for Information for General User

Introduction

PLEASE NOTE:

This course has to be completed in Internet Explorer and not Google Chrome. If the course is attempted via Google Chrome your score may not be recorded and the course may have to be completed again.

If you are a Blackburn with Darwen Council employee it is mandatory that you complete this course every 12 months.

This course is intended for **ALL users** who handle information and need to process, store and share this information in a secure manner. It will help improve your knowledge and understanding of information security.

Audience

All employees

Objectives

By the end of this course you will be able to:

- Understand how information is an asset
- Identify the consequences when information is not handled carefully
- Describe different types of information
- Identify when it is appropriate to share information
- Name the different security classifications
- Understand your responsibilities for protecting information
- Demonstrate how to stay safe online
- Describe the three ways in which fraud can be committed

Content

Here are some of the topics covered in the training:

- Protecting and sharing information
- Government security classifications
- In the workplace
- On the move
- Staying safe online
- Fraud