

| Type  | Mandatory  | Expected duration (minutes) | Exec Board | SIRO | Caldicott Guardian | Head of IG/Manager/Deputy | IAO | Information Asset Admin | All Staff | Volunteers | Medical Students | Junior Doctors intake | Estates and facilities |
|---|--|-----------------------------|------------|------|--------------------|---------------------------|-----|-------------------------|-----------|------------|------------------|-----------------------|------------------------|
| Information Governance - Induction Classroom    | (Year 1) to be undertaken within one month of start date.  | 45                          | M          | M    | M                  | M                         | M   | M                       | M         | M          | M                | M                     | M                      |
| Information Governance Refresher - Classroom    | Annually   | 45                          | M          | M    | M                  | M                         | M   | M                       | M         | M          | M                | M                     | M                      |
| Information Governance - Virtual Training       | Annually<br>(Alternative to Classroom)                     | 45                          | M          | M    | M                  | M                         | M   | M                       | M         | M          | M                | M                     | M                      |
| Information Governance IG Handbook Refresher    | Annually<br>(Alternative to classroom/Virtual)             | 45                          | M          | M    | M                  | M                         | M   | M                       | M         | M          | M                | M                     | M                      |
| Information Governance e Learning via ESR       | Annually<br>(Alternative to Classroom/Virtual/IG Handbook) | 45                          | M          | M    | M                  | M                         | M   | M                       | M         | M          | M                | M                     | M                      |
| SIRO Training (External Provider)               | Mandatory  | Varies                      |            | M    |                    |                           |     |                         |           |            |                  |                       |                        |
| Caldicott Guardian Training (External Provider) | Mandatory  | Varies                      |            |      | M                  |                           |     |                         |           |            |                  |                       |                        |
| Cyber Security Training                         | Mandatory  | Varies                      | M          | M    | M                  | M                         |     |                         |           |            |                  |                       |                        |
| Cyber Security for NHS IAO's e-Learning         | Mandatory  | Varies                      |            |      |                    | M                         | M   | M                       |           |            |                  |                       |                        |

**Note:** Information Governance has provided 4 different ways for staff to complete their annual refresher IG Training.  
Staff need only complete 1 annually.