This is a quick test of the key themes covered throughout your learning plan.

You will need to score 100% in order to complete this learning.

Good luck!

**Answer these questions to complete your learning plan**

**The personal information we need to look after includes which of the following?\***

Choose 3 of these options

* People's names
* Email addresses
* Financial information
* The phone number for London Borough of Hackney

**You realise you have sent an email containing personal information, to the wrong person.\***

There is 1 action you must take, regardless of who received the email in error. Choose 1 action from the list below

* Delete it and hope no-one notices
* Email the unintended recipient, apologise and hope they didn't look at the contents
* Report it through the 'security incident or data breach' link on the intranet
* Just send the email again, but to the correct person

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**Which of these are good examples of the risks of keeping information indefinitely?\***

Choose 3 of these options

* Information might be shared inappropriately
* It becomes more difficult to ensure information is up-to-date
* We have to find lots of boxes and Drive folders to store everything
* The more information the Council holds, the more difficult it is to keep track of records