

# Core brief

## Introduction

This issue reminds staff about wearing their ID badges and brings National Data Privacy Day to the attention of staff.

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## ID Badges

Staff are reminded of the importance of wearing their ID badges. It is the responsibility of every employee to ensure they have the appropriate ID.

Wearing your official ID badge is essential. If you do not have one then please contact your local facilities team to arrange to get one.

Many NHSGGC staff also wear the yellow "Hello my name is" badge... this is not a security ID badge and you are also required to wear the official photo ID badge.

## It's National Data Privacy Day

National Privacy Day is observed worldwide each year and aims to raise awareness and promote privacy and data protection best practices.

Preventing security breaches and protecting patient and staff data continue to be key objectives of the Board.

Any data which could potentially identify a specific individual is covered by data protection legislation and staff are reminded to:

- Keep strong passwords and do not share these
- Check addresses (email and postal) are correct before sending patient data
- Keep your own details correct on the Global Address Book
- Make sure you have completed data protection and security training
- Only access patient information if you have a business requirement to do so
- Ensure you protect your own data online

The Information Governance Team would like to thank all staff for their continued support in helping us keep the Board's data safe.

You can access the Information Governance StaffNet homepage [here](#), and link to our policies and guidance [here](#).

If you require any further information or advice on any aspect of data protection please contact us at [data.protection@ggc.scot.nhs.uk](mailto:data.protection@ggc.scot.nhs.uk) and we will be happy to help you.