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## **BULWARK CONSULTING LIMITED**

[www.bulwarkingconsulting.com](http://www.bulwarkingconsulting.com)

### **INFORMATION GOVERNANCE – AN OVERVIEW FOR NHS STAFF**

#### **OVERVIEW**

This course provides a good overall introduction to Information Governance, including a basic understanding of the principle of the Data Protection Act, the Freedom of Information Act and the Computer Misuse Act, providing advice on compliance with the Act's requirements. In addition to this the course covers the Caldicott principles and the role of the Information Guardian. This course is suitable for anyone requiring a general overview of Information Governance

This session is delivered in a day training session, 9:30 – 4:30.

#### **NUMBER OF DELEGATES**

A maximum number of 15 delegates per course.

#### **COST**

Each delegate will receive:-

- A copy of all slides and course material (Copyright Bulwark Consulting 2007)
- A certificate of attendance
- Opportunity to ask questions relating to current issues within their area of work

Please contact [enquires@bulwarkconsulting.com](mailto:enquires@bulwarkconsulting.com) regarding the cost for this course or a course designed specifically for your organisational needs.

#### **PREREQUISITES**

No previous experience or knowledge is required.

## **WHO SHOULD ATTEND?**

This course is suitable for any NHS employee requiring a general understanding of the Information Governance agenda, including, Information Governance Managers, Data Protection Leads, Security Managers, IT & System Managers, HR Managers and administrative staff.

## **DELEGATES WILL**

- Understand the practical application of the Data Protection Act, incorporating data quality
- Learn how to deal with a subject access request lawfully
- Obtain a basic understanding of IT Security and E-mail and Internet Activity
- An outline of the Freedom of Information, including records management
- Understand the Caldicott principles and the role of the Information Guardian
- Understand the Common Law Duty of Confidence
- Review the requirements for the Information Governance Toolkit, including the Connecting for Health Statement of Compliance (SoC)
- Understand their responsibility for information governance
- Have an opportunity to ask questions

## **OUTLINE**

- History of Data Protection in the UK
- Data Protection Principles
- How to deal with subject access requests
- Caldicott and the role of the Information Guardian
- IT security and the acceptable use of e-mail and the Internet
- The Freedom of Information Act 2000
- Common Law Duty of Confidence
- The Information Governance Toolkit
- The Connecting for Health Statement of Compliance (SoC)
- Discussion
- Scenario based activities
- Questions and answers