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Trainer Information

Adam Tuckett has many years' experience leading the delivery of Information Governance education and solutions in the health & care sector and has built an enviable reputation for providing practical, understandable advice, guidance and education on all legal, regulatory and best practice issues relating to personal information. Adam holds practitioner qualifications in the Data Protection Act, the Freedom of Information Act and is a BSI qualified lead auditor for information security. He is the Information Governance Consultancy lead for the **South, Central and West Commissioning Support Unit** of the NHS who are working with Network for Practices Ltd to provide this training.



Booking Information

To book a place/s email
bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - *If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked.*

To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 14 days from date of invoice.

Confidentiality, Data Protection & Information Governance for Practice Staff

Date:	16 th March 2021	
Times:	1330-1530	
Venue:	Microsoft Teams Online Platform	
Places available:	15	
Fee/s:	NfP Members	£40
	Non Members	£85

This workshop is suitable for: staff who are new to General Practice or would like an update or reassurance of their processes to manage confidentiality in the workplace.

Introduction

This is a seminar suitable for staff new to the healthcare environment or those wishing to refresh their skills and knowledge on handling personal data.

This is also suitable for practice managers seeking reassurance about how data is handled in their organisation and the opportunity to review 'how we've always done it....'

Topics covered include:

- Information Governance – what can go wrong in a practice and the benefits of getting it right
- Practical guidance and advice on:
 - Communicating via email, phone, fax, answerphone, text and letter
 - Informing patients about uses of data and handling queries
 - The legal basics for sharing data appropriately and effectively
 - Technology – threats to security and benefits of use
 - Assessing and ensuring security in processes
 - Managing incidents