

## Information Governance & Data Protection

Appropriate information handling and data sharing is essential for all who work in health and social care settings. This programme provides health and care staff with an introduction to information governance and data protection, including an overview of the Data Protection Act, who it applies to and its overarching principles for record writing, storage and sharing. It also covers what organisations must do to comply and the principles of the Freedom of Information Act. This programme has been mapped to the Care Certificate and the CSTF in health.



### Key features

- A level 2 programme (as graded against the nationally accepted levels and equivalent to GCSE grades A\* - C).
- Three modules with multiple choice questionnaires.
- Three CPD hours.
- A personalised downloadable certificate.
- 70% pass mark.
- Optional narration of each module for accessibility.
- Additional resources for further learning and printable modules for future reference.
- This programme has been mapped to the Care Certificate and CSTF standards.

### Programme objectives

This programme will help to ensure that people working with patient or service user information are aware of their responsibilities under the law to keep it safe and secure and share it appropriately.

1. Gives an overview of the Data Protection Act and its overarching principles for record writing, storage and sharing
2. Defines confidentiality, data protection, freedom of information and subject access requests
3. Identifies and discusses examples of good and poor information governance including confidentiality, the Caldicott principles, data protection, freedom of information, and how to handle subject access requests
4. Describes the principles of good record keeping, keeping records secure and the correct retention and disposal periods
5. Explains what an organisation must do to comply with the Data Protection Act
6. Gives an overview of the Freedom of Information Act, its principles and how it affects data protection
7. Explains the responsibilities of those working in health and social care, including confidentiality and types of consent, ethical and legal dilemmas and how to share information appropriately.

### Target audience

This programme is vital for anyone who works in health or social care who works with or can access personal, confidential and sensitive information.



## Module content:

### 1. About Information Governance and the Data Protection Act

- The principles of the Data Protection Act 1998
- The purpose of the Act and its requirements
- What needs to be considered when processing personal information
- The rules for organisations that hold sensitive information.

### 2. Good Record Keeping and Subject Access Requests

- Good practice in record keeping, storage and sharing information
- Personal information requests.

### 3. Confidentiality and Consent




- What is confidential?
- Codes of Practice
- Ethical and legal dilemmas
- Types of consent
- Sharing information
- The principles of the Freedom Information Act
- How the Freedom Information Act affects data protection.

## Why choose us?

“ West Midlands Ambulance Service NHS Foundation work with EduCare on a range of e-learning programmes. We feel that the EduCare method is robust, engaging and easy-to-use. It is also a good resource as it allows learners to refer back to content even after they have completed their training. I would definitely recommend EduCare to other organisations who need to undertake staff training. ”

Julian Rhodes, Head of Education, West Midlands Ambulance Service NHS Foundation Trust



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