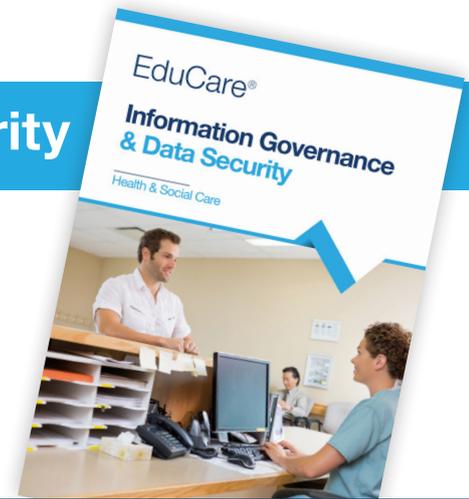


Information Governance and Data Security

This course introduces you to the principles for information governance, the importance of data security and the role of the Caldicott Guardian in health and social care. It highlights good practice for writing, storing and sharing information. It shows how good working practice minimises threats to data security. Patient confidentiality and obtaining patient consent for the processing of information are explored within the context of current legislation.



Course details

- Three modules with three multiple-choice questionnaires
- Three CPD credits*
- Optional narration of the course modules and questionnaires for accessibility
- Personalised downloadable certificate
- 70% pass mark
- Printable modules for future reference

*1 CPD credit equals up to 1 hour of learning

Course content

Module 1 Information Governance and Data Protection

- Who's who in data protection including: The National Data Guardian, The Information Commissioner's Office, NHS Digital and CareCERT.
- Who has information governance rights and responsibilities including the Data Subject, Data Controller, Data Processor and Data Protection Officer.
- What personal data is, including special category data, and what this data is used for in health and social care.
- The fundamental principles of information governance: accountability, transparency, integrity, confidentiality, availability, retention, sharing and compliance.
- Data security (including cyber security) and an overview of the ten data security standards that apply to all health and social care organisations.



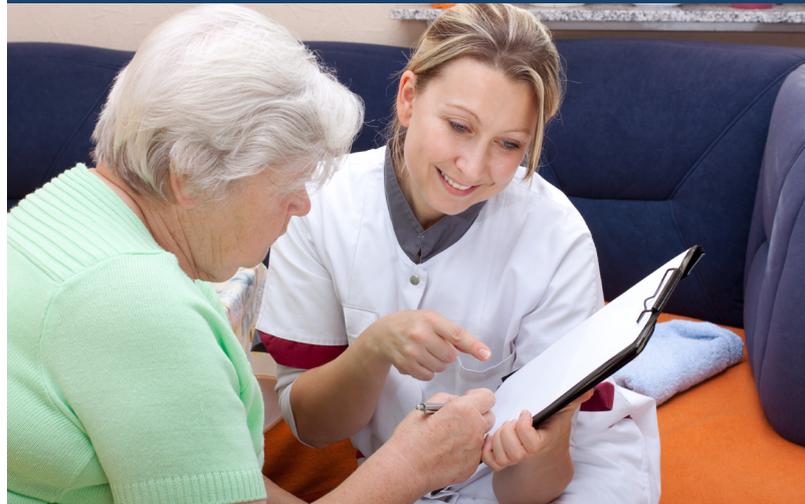
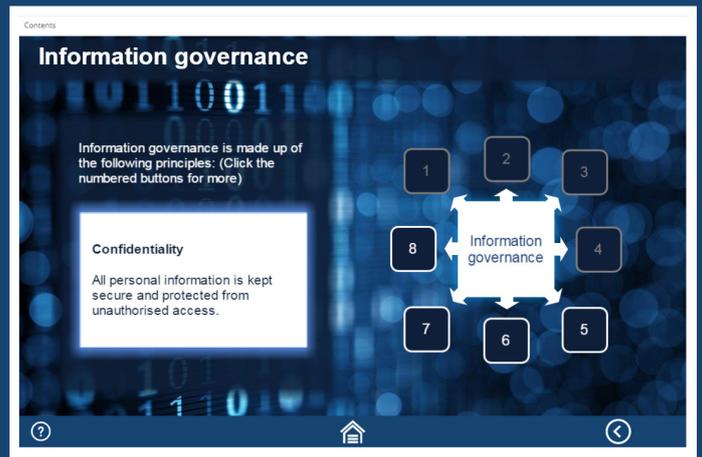
- An overview of the **General Data Protection Regulation (GDPR) 2018**, which sets out six principles that apply to all personal information held by organisations and grants individuals specific rights regarding that information. Guidance on data breaches is also included.
- An overview of the **Data Protection Act 2018**

Module 2 Data Quality and Security

- Good record keeping, including what a record is, the types of information included in records and why organisations keep records on service users, patients and staff.
- Good practice when record writing. Records should be accurate, clear, easy to read and specific.
- Good practice for storing information including some do's and don'ts of record storage to minimise the higher risks associated with storing records digitally.
- Your responsibilities for data integrity, minimising the risk of data breaches and cyber-attacks and improving data security.
- The principles of sharing information and the risks of inappropriate sharing of information.
- Service user access to their own health and social care records including **Subject Access Requests (SARs)**.

Module 3 Confidentiality and Consent

- The importance of confidentiality in health and social care and the various codes of practice that exist for all health professionals.
- What makes information confidential, and practical tips for protecting confidentiality in the workplace.
- The role of the **Caldicott Guardian**.
- Ethical and legal dilemmas and the need to sometimes break confidentiality.
- Consent for the processing of personal information in health and social care, including the difference between explicit and implied consent.



This course is suitable for

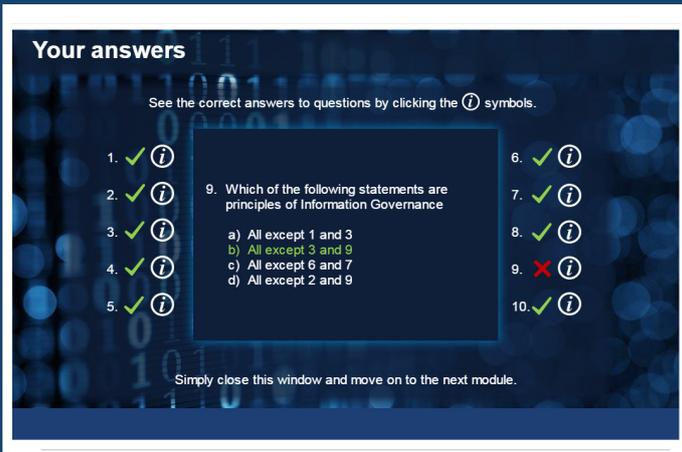
Anyone who works within health and social care.

- The National Data Guardian’s eight-point model.
- An overview of the **Freedom of Information Act 2000** and how it affects data protection.
- What freedom of information requests are and how they differ from Subject Access Requests.
- Organisational and personal responsibilities for requests made under the FOI Act.

- Visually engaging and highly interactive
- Answer explanations for those who achieve the pass mark
- Additional resources to expand learning

Purchase options

1. Available as a standalone course on the EduCare website.
2. Buy as part of one of our multi-course licences. For further information, please call 01926 436212 to discuss purchase options and licences.



Why choose us?



“ I have now been using the EduCare programme to support understanding in Child Protection and Safeguarding for over 5 years. It is an invaluable resource which allows learners to work at their own pace and also organisations to provide a broad and detailed level of support to staff. ”

Matthew Burfield
Principal/CEO GEMS Education

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