



The Fundamentals of Information Governance in General Practice

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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 30 days from date of invoice.

Date: 9th October 2024
Times: 1330 - 1530
Venue: Microsoft Teams Online Platform
Places available: 12

Fee/s:

NfP Members	£45
Non Members	£90

This workshop is suitable for: Staff new to working in general practice and staff working in general practice who want a fundamental refresh, or assurance that what they do is the best they can do.

Introduction

This course sets out to provide assurance to practice staff on how to handle data and information safely and securely. Given the scale of data used in a general practice, it covers a wide set of topics, from a fundamental perspective. By the end of the session staff should have a good grasp of the importance of confidentiality & data protection in the practice setting and be equipped with the key knowledge and skills not to make any basic mistakes.

The Fundamentals of Confidentiality:

- What can go wrong in a practice and the benefits of getting it right
- Communicating via email, phone, fax, answerphone, text and letter
- Informing patients about uses of data and handling queries
- Sharing data appropriately and effectively
- Technology – threats to security and benefits of use
- Assessing and ensuring security in processes
- Dealing with data breaches, minimising impact