



Network for  
Practices Ltd

[www.networkforpractices.co.uk](http://www.networkforpractices.co.uk)

### 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](mailto: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.*

# The Practical and Legal Aspects of Subject Access Requests and GDPR

**Date:** 3<sup>rd</sup> July 2024  
**Times:** 1330-1630  
**Venue:** Microsoft Teams Online Platform

**Places available:** 12

**Fee/s:**

<b>NfP Members</b>	<b>£60</b>
<b>Non Members</b>	<b>£105</b>

**This workshop is suitable for: Practice Managers / Staff dealing with Medical Record Access Requests.**

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### Introduction

This session is aimed at practice managers and administration staff responsible for processing requests for access to records by patients, solicitors and other parties. It also covers the other rights individuals have under data protection law, such as correction, erasure and objection to the use of their data.

The objective of the session is to ensure that staff are empowered to:

- Respond to all requests in an appropriate manner and comply with all legislative requirements
- Manage responses in the most effective way in terms of time and resources
- Support staff in undertaking appropriate and effective redaction
- Engage appropriately with clinical staff regarding possible exemptions and decisions

Topics covered include:

- Update on the current legal rights of individuals and applicability in a practice setting
- Handling complex cases – issues such as parental responsibility, solicitors & consent, powers of attorney & capacity
- Highlight and discuss key aspects of redacting information
- Requests by external parties – i.e. Police, regulators
- Access to records of deceased patients

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

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