

Information Governance Training

Programme

- 9.15 Coffee and Registration**
- 9.30 Welcome and Introduction**
-Programme for the day
-Objectives
- 9.45 Broad Overview of New Developments in Information Governance**
-Sharing of Personal Information
-The Surveillance Society
-Legal cases and Decision Notices
- 10.55 Data Protection Act 1998**
- Background to the Data Protection Act 1998
 - Interface with FOIA
 - Managing information relating to the deceased
 - Recent guidance
 - Confidentiality
 - Decision Notices from ICO and IT
 - Cases and Scenarios
- 11.30 Coffee**
- 11.45 Freedom of Information Act 2000**
- Background to the FOIA
 - Exemptions and Exceptions-when to use which
 - Environmental Information Regulations
 - Recent Guidance
 - Recent Decision Notices from the ICO and IT
 - Personal Information
 - Update on Key Issues
 - Scenario
- 13.00 Lunch**
- 13.45 Caldicott Guardian Initiative and Information Security**
- Personal Confidential Information
 - Practical Considerations
 - Code of Confidentiality
 - Advice & Guidance
 - Cases and Scenarios



15.00 Tea

15.15 Records Management

- E Records
- Inadvertent Disclosure
- Guidance

16.00 Discussion – Questions & Answers

16.30 Close