

## Introduction to Data Protection Act Course Programme

09.15 Coffee and Registration

09.30 **Background to the Data Protection Act**

- Overview
- The Data Protection Act 1998
- Interface with the Freedom Information Act 2000
- Common-Law Confidentiality and Related Law
- Recent amendments to the Data Protection Act 1998
- Cases and Scenarios



10.40 **Key Issues**

- Rights of Individuals
- Subject Access and Proof of Identity
- Data Protection Principles
- Notification by Data Controllers
- Exemptions
- Complaints and Enforcement
- Criminal Offences

11.10 **Impact on the organisation**

- Corporate Accountability
- Managing Subject Access Requests
- Training and Awareness-raising
- Records Management
- Fees and charging
- Systems and procedures
- What data is accessible under DPA?
- Relevant Filing Systems
- Information sharing

11. 40 **Coffee**

11.55 **The Role of the Information Commissioner**

- Enforcement
- Guidance
- Awareness-raising
- Decision Notices
- Information Tribunal
- Recent cases

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- 12.45      **Lunch**
- 13.45      **Introduction to the afternoon**
- 14.00      **Information sharing**
- Information Sharing Protocols
  - Privacy Impact Assessments
  - Information Security Risk Assessment and Data Flow Mapping
  - Pseudonymisation and Anonymisation
  - Cases and Scenarios
- 15.00      **Tea**
- 15.15      **Information Sharing (continued)**
- Primary and Secondary Uses of health and social care personal data
  - Cases and Scenarios
  - Corporate Responsibilities
  - Sharing with the police, solicitors, counter fraud etc
  - Recording decisions
  - Involving subjects
  - Best practice
- 16.30      **Close**

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