

COURSE PROGRAMME

Records Management and Sharing Information for the NHS and Social Care

- 9.15** Coffee and Registration
- 9.30** Welcome and Introduction
- Overview of the day
 - Objectives
 - Delegate Pack
- 9.40** Background to Records Management and Sharing Information
- Central importance for FOIA 2000, DPA 1998, EIR 2004 & compliance
 - Legal and professional responsibilities
 - Corporate Governance and Business Continuity
 - Public Records Act
 - The Keeper of the Public Records and The National Archives
 - Cases and Scenarios
- 11.00 Coffee
- 11.15** The NHS, Local Authorities and Records Management
- Records Management Road Map
 - Trust Policies
 - NHS Records Management Code of Practice
 - Data Protection and Information Security
 - The Eight Principles of the Data Protection Act 1998
 - Common Law Duty of Confidentiality
 - Human Rights Act 1998
 - Subject Access to Personal Information
 - Cases and Scenarios
- 12.30** Lunch
- 13.15** Information Sharing
- Key components, protocols and procedures
 - Information sharing protocol example
 - Impact of Decisions made the Information Commissioner and the Information Tribunal
- 15.00** Tea
- 15.15 Access to records requests by third parties
- Solicitors
 - The Police
 - Investigations
 - Relatives
 - Research
 - Other partnership organisations
 - Cases and scenarios
 - Best practices
 - Action points
- 16.00** Close