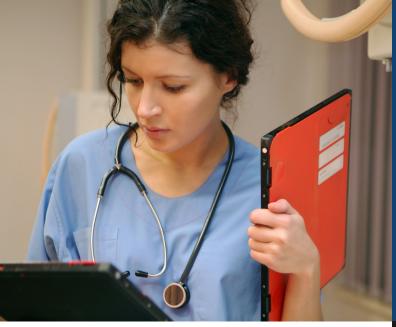# EduCare®

## Information Governance and Data Protection

This course is aimed at all staff working in the health and social care system who deal with personal information. This course covers the GDPR, Data Protection Act 2018 and the Freedom of Information Act, and your responsibilities in relation to information governance.

## Key features

- Level 2 course (as graded against the nationally accepted levels, equivalent to GCSE grades A*-C).
- Three modules with multiple choice questionnaires.
- Three CPD credits*.
- Personalised downloadable certificate.
- 70% pass mark.
- Optional narration of each module for accessibility.
- Additional resources for further learning and printable modules for future reference.

*1 CPD Credit equals up to 1 hour of learning

## Course objectives

This course outlines key elements of information governance and data protection including:

1. an introduction to information governance and data protection
2. an overview of the GDPR and Data Protection Act 2018
3. who the Act applies to and its overarching principles for record writing, storage and sharing
4. what organisations must do to comply with it
5. the Freedom of Information Act, its principles and how it affects data protection
6. Your responsibilities in relation to information governance.

## Target audience

This course is vital for anyone who works in health or social care who works with, or can access personal, confidential and sensitive information.

# Module content:

## 1. Introduction

- Terminology relating to information governance and data protection including who's who in data protection and who has rights and obligations.

- Data security standards relating to information governance.

- The General Data Protection Regulation 2018 (GDPR).

- Information Governance and Caldicott Guardians.

## 2. Record Keeping and Subject Access Requests

- What records are as well as record writing and storage.

- Principles of passing on information.

- Information requests including requests for health records and requests made by a representative.

## 3. Confidentiality and Consent

- Confidential information and how to protect confidentiality.

- Ethical and legal dilemmas.

- Types of consent.

- Making data anonymous

- Sharing information with other health professionals.

- The Freedom of information Act 2000 and data protection.

# Why choose us?

"I like the modular delivery of the courses and the fact that I can access management reports so that I know which people have undertaken the learning and exactly how they got on with it. It can also highlight any gaps in people's knowledge that we can remedy if necessary."

Noeleen Brown, Nurse Teacher,
Portland Hospital for Women and Children

"We feel that the EduCare method is robust, engaging and easy-to-use. It is also a good resource as it allows learners to refer back to content even after they have completed their training."

Julian Rhodes, Head of Education
West Midlands Ambulance Service, NHS Foundation Trust

www.educare.co.uk

01926 436 211

online@educare.co.uk

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