

Data Protection and Confidentiality



The amount of personal data being held by organisations has dramatically increased over recent years and continues to increase. The Data Protection Act aims to balance the rights of individuals to privacy with the legitimate interests of organisations to 'process' personal data. From the 25th May 2018 the General Data Protection Regulations (GDPR) come into force, this course covers the requirements and will help you to understand the changes.

This course is aimed at everyone who handles data, it will help you to understand your obligations as an employee of an organisation that 'uses' peoples personal data to deliver its service.

This course focuses on:

- The Data Protection Act and principles of data protection
- Key elements of GDPR
- Handling data
- Confidentiality
- Communicating and storing sensitive information securely
- Key points of a data protection policy

Continuing Professional Development (CPD)

Continuing professional development (CPD). All of our courses are certified by the CPD certification service.

We offer formal accreditation:

Open College Network West Midlands is a national awarding organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA). Additional costs will apply.

For further information, please visit: www.communitygrouptraining.co.uk or email info@communitygrouptraining.co.uk