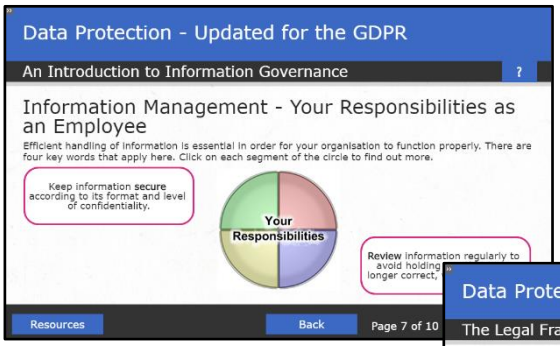
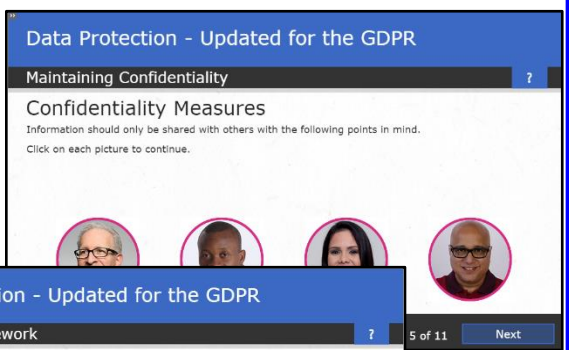
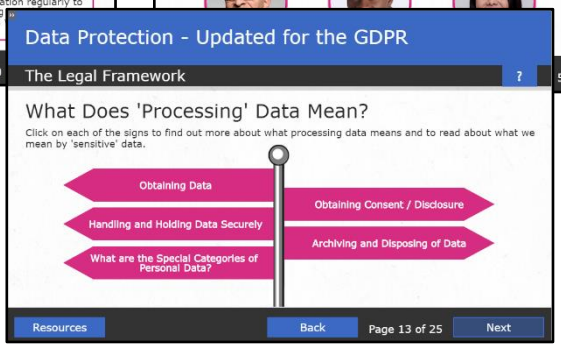
embrace e-learning

Data Protection incld. GDPR

This e-learning course is intended to emphasise the importance of processing information effectively, securely and according to set policies and procedures.

Learners will explore the different ways in which they process data through the course of their work and identify the reasons why it must be handled and managed correctly. They will also be given the opportunity to familiarise themselves with, and gain a better understanding of, the guidelines, policies and legal requirements in place which set out how information must be governed in their workplace.

The online materials include quizzes and exercises to help reinforce learning. There is also an online assessment to test students' understanding of the topic on completion of the course.

Topics covered include:

- the purpose and requirements of an Information Management Policy
- responsibilities in relation to information governance
- definitions of the terms 'confidential', 'personal' and 'sensitive' in relation to data
- the purpose and requirements of the GDPR (General Data Protection Regulation) & the Freedom of Information Act 2000
- what is meant by 'processing' data
- the rights of clients/customers according to the GDPR
- an introduction to and explanation of the Caldicott principles
- the purpose and content of an organisation's Confidentiality Statement and Information Security and Communication Policy and the consequences of failing to comply with them.