

INFORMATION GOVERNANCE



Product Syllabus:

- Introduction to information governance
- Why data is valuable
- Policies and procedures
- Legislation overview
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Data Processors
- Data Subjects
- The Information Commissioner
- The 7 key principles of the GDPR
- Rights of the data subject
- The Health and Social Care Act 2008
- The Care Act 2014
- The Freedom of Information Act 2000
- The Human Rights Act 1998
- The Mental Capacity Act
- The Caldicott Principles
- Confidentiality
- Consent
- Principles of record keeping
- Barriers to good record keeping
- Record storage
- The CIA triad
- Cyber security overview
- Cyber attacks
- Password security
- Social media
- Encryption
- Sharing information
- CCTV
- Records disposal
- Data breaches
- Duty of candour
- Complaints
- Information governance and adult safeguarding
- Whistleblowing