

AIM

To understand how to be compliant with the regulations and know what the Caldicott Principles are and how they work

DURATION

Half Day Course (3 Hours)

LEARNING OUTCOMES

By the end of this course, you will:

- Know what is meant by the term Accessible Information
- Understand how the standard works
- Recognise who benefits from the standard
- Know who needs to follow the standard
- Understand who and what is protected
- Recognise the difference between personal and sensitive data
- Know the Caldicott Principles

LESSONS AND TOPICS

Accessible Information

- Equality
- The Standard
- The aim of the Standard
- Implementing the Standard
- What does it cover?
- Record Keeping

Requirements

- Procedures, Systems and Governance
- Identification and Recording of Needs
- Verification of accuracy of data
- Supporting Documents
- Flagging and prompts to action
- Sharing of needs
- Meeting of individual needs
- Assessment and assurance of compliance with the Standard

Legislation Around Data Protection

- Data Protection Act
- Privacy and Electronic Communications Regulations (PECR)
- Information Commissioner's Office (ICO)

Information Governance

- What is Information Governance?
- Purpose
- Responsibilities
- Types of data protected
- How Information Governance is managed

Caldicott Report

- Reasons for the introduction of Caldicott Principles
- What is a Caldicott Guardian?

The Seven Caldicott Principles

- Introduction
- Principle One – Justify the Purpose
- Principle Two – Do not use Personal Data unless absolutely necessary
- Principle Three – Use the minimum necessary Personal Data
- Principle Four – Need to know basis
- Principle Five - Responsibilities
- Principle Six – Understand and comply with the law
- Principle Seven – Duty to share information

Personal Data

- What is Personal Data?
- What is Sensitive Data?
- Personal Data in Care