



Information Governance Briefing

Event Description:

Come to our next Information Governance briefing for a 'Whistle-stop' tour of your rights and responsibilities as a member of staff.

This 'three in one' Information Governance briefing session provides an overview of the Acts governing Data Protection (General Data Protection Regulation and Data Protection Act 2018) and Freedom of Information (FOISA 2002) and guidance on good Records Management, which is integral to both. The session is split into 2 separate sessions, you can choose to either sign up to Part 1 or Part 1 & 2.

Facilitated by:

Diana Watt, Information Governance Manager
Elaine Clark, Governance Adviser (Freedom of Information)
Aimi Richmond, Governance Adviser (Records Management)

Duration: 3 hours (Part 1 - 1 hour, Part 2 - 2 hours)

Who should attend:

All new staff are required to attend and existing staff are expected to attend a refresher session every two years.

Main description:

As every member of staff processes personal data and anyone could receive a Freedom of Information request, all staff need to know about the University's compliance obligations and ensure they are equipped to deal with those arising in their role/area.

This event will comprise separate briefings on Data Protection (GDPR and DPA 2018), which is covered in Part 1, and Freedom of Information and Records Management, which are both covered in Part 2.

Current/topical issues will be included in these interactive sessions and there will be opportunities to ask questions. Links to comprehensive advice and guidance and actions to follow up after a briefing session will also be provided.

Part 1

GDPR/DPA 2018:

The GDPR and the DPA 2018 came into force in May 2018 and replaced the Data Protection Act 1998. An overview of the new regulations will be provided and include specific topics of interest to colleagues e.g. e-marketing, and new requirements for consent and privacy notices.

- The new penalty regime
- Expanded definition of personal data (data you didn't consider to be 'personal' e.g. IP addresses, may now be included, which means you need to provide appropriate security and handling measures to it)
- Requirements to demonstrate compliance and accountability
- Privacy by design

- Expanded data subject rights
- New requirements for consent and expanded privacy notices
- What to do when sharing data
- Reviewing all contracts where data is shared and where data is processed outside the EEA
- How do we plan for implementation and what we can do now

Part 2

FOISA 2002:

The act has been in force since 2005 and gives anyone the right to ask us for information we hold as a public body. This briefing will give you:

- An overview of the Act
- Guidance on how to recognise and deal with a request

Records Management:

Good records management is central to compliance with both FOISA 2002 and GDPR. This session will give you practical advice on how you should create, manage and dispose of corporate records including personal and confidential information. The aim is for you to go away with ideas about where you can improve and how you currently manage records.

Session outcomes for participants are to:

- Be clear about their responsibilities under FOISA and GDPR
- Recognise the practical data protection issues and risks in their area
- Understand why good records management is central to the University's Information Governance compliance
- Know where to go for advice & guidance