

# COMPLYING WITH INFORMATION GOVERNANCE (DEVELOPING A SECURITY POLICY)

One Day Course (9.30 - 4.30) to be held on:

**Thursday 17 July 2008**, Ramada Hotel, Dover  
**or Tuesday 19 August 2008**, Cygnet Hospital, Sevenoaks  
**or Thursday 4 September 2008**, St George's MC, Sheerness

**Who should attend:** (Only one person per surgery in the first instance)

Practice Managers or IG leads who have attended previous Confidentiality Advanced course.

The **purpose** of the workshop is facilitate discussions and action points with Practice Managers from GP Surgeries about the requirements of the Information Governance Toolkit, and then to design and develop an effective Security and Confidentiality Policy.

**Methodology.** The workshop will involve the *active* participation of every delegate who will contribute towards the writing of their Practice Security and Confidentiality Policy.

The day will focus on working through the IG toolkit and developing the policy and be followed by an open forum question and answer session where delegates will be encouraged to bring questions along from their Practice to discuss with the facilitator and other delegates.

**Objectives:**

By the end of the Workshop, delegates will be able to: -

- Understand the requirements of the IG toolkit and use this information to assess their own Practice standard
- Understand the importance of a regularly reviewed Security Policy.
- Identify and understand the principles of the Security Policy.
- Work together to prepare a Practice Security Policy.
- Identify the key areas to consider when undertaking a Risk Assessment and put plans in place to complete the assessment.
- Have the knowledge to comply with the IG toolkit.
- Discuss with the Facilitator and other delegates key issues affecting their Practice.

**How to apply**

To secure a place on this course, please complete a training application form and submit via fax to 01304 222295 or by email to [kmgpstafftraining@nhs.net](mailto:kmgpstafftraining@nhs.net)

**Further Information**

Please contact Joanne Purkis on 01304 222347