

## **IM04: Information Governance**

Welcome to this course on Information Governance. Information Governance is about confidentiality of personal information and handling information in a secure manner within your organisation.

It could be best described as a set of practices and culture, within which an organisation handles and safeguards personal information.

Information is a vital asset to every organisation, both in terms of the management of service users and the efficient management of services and resources.

This course is designed to enable you to understand what Information Governance is and how it is likely to impact on your day-to-day work activities.

### **Course Content**

- State what Information Governance is
- Explain the Data Protection Act
- Identify the Freedom of Information legislation for the United Kingdom
- State the rules on confidentiality of information
- Explain records management and data quality
- State the rules on Information Security
- Describe the Caldicott Guidelines
- State the rules on information sharing with the police

### **Course Duration**

- 5 hours

### **Available in:**

- Audio
- Non-audio

### **Delivered via:**


- Internet

**If you require any further information please contact NYES:**

T: 01609 533222

E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)

[www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)

 [@nyedservices](https://twitter.com/nyedservices)