

## A DATA PROTECTION UPDATE WORKSHOP (COURSE ID)

Date and venue:

**2.00 – 5.00pm Friday 17<sup>th</sup> May 2013**

**Glazebrook Country House Hotel, South Brent Devon, TQ10 9JE, Tel: 01364 73322**

Course Organiser:

Roger Robinson

Course Lecturers:

**Bill Walker of Walker Associates, Management and Training Consultants**

### Programme

1.30pm Registration

2.00pm ***Introduction to the workshop***

A reminder of the key principles of the Data Protection Act

Collecting, processing and storing personal data

Keeping personal data secure

3.15pm ***Break***

3.30pm Allowing access to personal data

Personal data and contractors

Latest developments

Taking a pragmatic approach to complying with the act

Action planning and workshop evaluation

5.00pm ***Workshop close***

### **Aim of the Workshop:**

The workshop aims to explore the Data Protection Act as it relates to a Dental Practice and offer practical advice in order that attendees may feel confident about complying with this important Act.

### **Workshop Objectives:**

By the end of this 2½ hour workshops, attendees will have:

- gained key information about the Act's legal and practical implications
- developed an action plan for enhancing compliance with the Act
- decided how they will pass on relevant knowledge and process requirements to others members of their practice