

## **Title: Understanding the Data Protection Act**

**Aims:** To understand the impact of the Data Protection Act upon working practices.

**Objectives:** Understand the relevance of the Act  
Explore the sections relevant to the workplace  
Understand why DPA is important  
Sharing good practice at work

**Target Audience:**

This course is designed for those who may be affected by the legal requirements and practices of the DPA. It ensures all candidates are aware of their new legal requirements.

**Programme**

- Introductions
- What is the DPA
- Legal requirements of the Act
- Impact on working practice
- What data is covered
- Confidentiality
- Phone disclosure – do's and don'ts
- Mixed systems
- Good practice
- Case studies

**Commentary**

Legal requirements and changes have a major impact upon work practices. By attending current training, participants can ensure that they are not leaving themselves liable to prosecution by failing to comply with current legislation. The Data Protection Act is a piece of legislation that has far reaching implication for all staff in the workplace who have access to, or are required to use data that is stored about other people. Ensure that you have covered your legal responsibilities and you are not making yourself liable. By exploring good practice this valuable course provides a guide for the best way forward to ensure compliance and minimal disruption to the new working practices that the DPA requires.