

Employment & HR

Data Protection and Freedom of Information

Brief

This course is essential for anyone who handles data, irrespective of whether that data is within an employment or tenant context.

The course provides an overview of the legislative principles governing data protection and examines the guidance provided by the Codes of Practice in respect of employee data. Delegates will learn how to lawfully obtain, use and manage employee information as well as how to safely deal with employee, and third party requests, for information. Cyber liability, and internet and email use and abuse will also be discussed together with practical steps to risk manage staff activities and communications through monitoring, CCTV systems and surveillance. This course also includes an overview of Freedom of Information legislation including who is covered by it, key issues in dealing with requests and the key exemptions.

Target Audience

All Staff

Course Duration

3 hours

Benefits

This course will enable delegates to:

- Understand and apply the key principles applying to the collection, access and use of data
 - Relate the requirements of the legislation to employment and tenant-based issues
 - Identify the rules in respect of monitoring
 - Develop an ability to explain the need for security of data to staff
 - Understand when the Freedom of Information Act applies and the obligations arising from it".
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