

CONFIDENTIALITY AWARENESS



Overview

This training ensures a greater awareness of the theoretical, moral, ethical and philosophical issues surrounding confidentiality. By the end of the course, delegates will have a good understanding of the importance of keeping confidential information safe. They will also understand in which situations it might be suitable for confidential information to be shared with third parties, as well as how to manage information security breaches in confidentiality settings.

Outline of Programme

- What is confidentiality?
- Why do we need to respect confidentiality?
- Legislation, policy and procedure.
- Information security breaches and how to manage them.
- What does disclosure mean?
- Philosophical and ethical issues.
- Personal experience and practice.

Assessment

The confidentiality awareness training course takes around 3 hours and delegates may be expected to engage in several group activities. Our experienced trainers will be on hand to help guide participants through these sessions and a certificate will be awarded upon completion.

Cost

Our courses are competitively priced, and we aim to beat any equivalent training quote.

Important Information

- The training venue should be quiet and undisturbed.
- Staff should not be expected to be on duty.
- Staff attending should remain for the entire length of the session.
- Flexible dates available.
- Call to book a day that suits you.