

Records Management for GDPR



The General Data Protection Regulation (GDPR) requires better records management. Organisations need to know what personal data they hold, to be able to tell individuals how long they will keep it for, to be able to access it when they need to, and to keep it securely. On this course, find out how records management aids compliance with GDPR, FOIA and other laws. Learn about information asset registers, retention schedules, digital preservation and other aspects of a successful records management programme.

"Really helpful and affirmative about the problems we face and the steps to take to achieve greater success in our records management."

MK, Arts Council England

"Excellent course that has given me the confidence to improve our approach."

SK, Carlisle City Council

"Paul is a very knowledgeable tutor and delivers an excellent course making records management sound interesting whilst keeping focus on what you need to do to embed sound RM processes in your organisation"

SS, Blackburn with Darwen BC

"A dry subject made very interesting. Feel inspired to go away and do something."

WE, University of St Mark and St John, Plymouth

"Informative and interesting day provided by very experienced and knowledgeable speaker."

LP, Birmingham Community Healthcare NHS Trust

"Very informative, relaxed and lots of encouragement to speak up and contribute."

RS, Animal and Plant Health Agency

VENUES, DATES AND BOOKING

If you want a full list of dates or you want to book onto this course please visit

www.actnow.org.uk/courses

PROGRAMME – 10.00am to 4.00pm

Why is this important?

- Tackling information overload
- Working smarter
- GDPR and other legal requirements
- What does the Information Commissioner say about records management?

Governance & promotion

- Who should be responsible?
- RM policies
- Making records management sexy – or at least a higher priority!

Knowing what you've got

- Carrying out a survey
- Creating and maintaining information asset registers
- Search engines and tracking technology

Creating a retention schedule

- Developing your retention schedule
- Applying retention rules
- Disposing of records securely

Record keeping systems & file plans

- What records should be kept?
- Making sure (the right) records can be retrieved
- Systems for managing records

Preservation & security

- Identifying risks
- Digital preservation
- Data security techniques

Where to go for help

- Useful websites and other resources.