

A one-day seminar from The At Work Partnership in association with the journal *Occupational Health [at Work]*

# TRAINING



## Preparing for the GDPR

**Friday 18 May 2018**  
**Central London**

Ensure your OH service is prepared for the General Data Protection Regulation (GDPR) with this one-day seminar from The At Work Partnership, which is designed to help you understand the new law, and provide practical advice on how to fulfil your obligations.

**CPD:**  
Self-certification schemes:  
5 hours

Additional CPD can be gained after the event via our CPD scheme.



Quality conferences at value for money prices

- > What is the GDPR – and why is data protection in OH different?
- > Confidentiality and consent under the GDPR
- > Subject access requests
- > What happens if there is a data breach?
- > Compliance in practice
  - Gaining consent
  - IT solutions
  - Different issues for large and small organisations
- > Opportunities to discuss the issues that concern you with the speakers – in our in-depth Q&A sessions

### SPECIAL OFFERS

Main rate delegates from £225 + VAT  
Self-funded rate from £165 +VAT

# Programme

## 09.35 Registration and coffee

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## 09.55 Introduction and welcome

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*Dr John Ballard*

## 10.05 What is the GDPR?

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*Nick Hanning*

- The data protection principles
- Who is the data subject, controller and processor?
- The data protection officer
- Protecting employee, patient and customer data
- Special category data
- Claims by individuals

## 10.50 Confidentiality and consent

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*Professor Diana Kloss*

- Policies and procedures
- What does the General Data Protection Regulation (GDPR) mean for occupational health data?
- Status of the ethical duties of OH professionals
- Implications for existing legislation, ethics and codes of practice
- Record keeping
- Privacy notices
- Are the rules the same for nurses and doctors?
- Social media and online forums

## 11.40 Coffee

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## 12.00 Subject-access requests

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*Professor Diana Kloss*

- Right of access
- Right to be forgotten
- Disclosing without consent from third-party clinicians
- Can we charge patients/workers for accessing their data?

## 12.40 What happens if there is a data breach?

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*Nick Hanning*

- Financial penalties
- Incident identification, who to notify, and response plans

## 13.00 Lunch

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## 14.00 Compliance in practice

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*Dr Steve Boorman*

- How is OH data protection different from other OH data processing?
- Gaining consent in practice for:
  - a referral
  - the OH report
  - a report from a GP
- Record keeping – paper and electronic
- Encryption, IT solutions, email issues and artificial intelligence
- Different issues for large and small organisations
- Staff training
- Testing and reviewing procedures
- Plain-language subject-access requests
- Communicating with other healthcare professionals
- Using OH data for research
- Sources of reliable guidance

## 15.10 Tea

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## 15.25 Data protection Q&A with our speakers

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Your chance to ask questions of our expert speakers

## 16.30 Close

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## About The At Work Partnership

Dedicated to bringing high quality, good value conferences and specialist professional development courses to OH, H&S, and HR professionals, **The At Work Partnership** researches the subjects that really matter to professionals in your field, and sources speakers who are true subject experts. We ensure that each conference is of the highest quality, and provide you with useful documentation to which you can refer time and time again.

We also publish the journal *Occupational Health [at Work]* as well as a new online service, *OH Law Online*, and we produce two free OH email newsletters, one focusing on OH law, and the other on general OH news. Visit [www.atworkpartnership.co.uk](http://www.atworkpartnership.co.uk) to get your copies and find out more.

# Preparing for the GDPR

The European Union's *General Data Protection Regulation* (GDPR) comes into force in the UK on 25 May 2018. Most processing of personal data in the UK will be subject to the mandatory provisions of the GDPR and the UK government has supplemented this, where it is permitted to do so, by domestic legislation (*the Data Protection Bill*) which will also take effect on 25 May 2018. As well as regulating information processing in relation to individuals, it will also amend the functions of the Information Commissioner to bring them into line with requirements of the GDPR.

The GDPR builds on existing EU data protection law, making it even more far reaching than before and will harmonise data protection rules across all EU member states. Britain will remain compliant even after Brexit. The GDPR places tougher demands on the processing of personal data and in particular on organisations that process personal health data, and thus creates new challenges for occupational health services, which will need to be compliant from day one.

**This one-day seminar will help OH professionals understand the new European and domestic law and what they will need to do to make their OH services compliant with it.**

## How will attending this seminar benefit you?

### You will gain:

- An in-depth comprehension of the GDPR and how this affects data protection in OH
- A detailed understanding of how to implement the provisions of the GDPR in all types of OH practice. From the issues of consent to privacy notices, record keeping to encryption, we examine the practical issues that you need to consider to ensure compliance.

### This training is designed for:

- Occupational health nurses • Occupational physicians
- Allied professionals working in OH

## About our expert speakers

### Dr John Ballard

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John has been researching and writing on OH and disability issues for over 20 years. He edits The At Work Partnership publication, *Occupational Health [at Work]*, and is an honorary fellow of the Faculty of Occupational Medicine and an honorary senior lecturer at the University of Birmingham's Institute of Occupational and Environmental Medicine. He is the joint editor with Diana Kloss of *Discrimination Law and OH Practice* (The At Work Partnership, 2012).

### Nick Hanning

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Nick is a consultant and personal injury and employment lawyer with Dutton Gregory LLP where he specialises in psychiatric injury claims especially those involving bullying and harassment or occupational stress. Nick acted for the claimant in the seminal case of *Majrowski v Guy's and St Thomas's NHS Trust*, and also in a separate case that resulted in the largest ever employment tribunal award of £4.5 million. Nick is a past president of the Chartered Institute of Legal Executives.

### Prof Diana Kloss MBE

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Diana is a barrister, former employment judge and honorary senior lecturer in OH Law at the University of Manchester. Her publications include *Occupational Health Law* (5th edition, Wiley Blackwell, 2010), and *Discrimination Law and OH Practice* for The At Work Partnership. She is an honorary fellow of the Faculty of Occupational Medicine, an ACAS arbitrator, and in 2009, was awarded an MBE. Diana is honorary president of the Council for Work and Health and is a visiting professor at London South Bank University.

### Dr Steve Boorman CBE

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Steve is director of employee health at Empactis. Previously, he was chief medical officer for Optima Health, chief medical adviser for Capita and medical director for Abermed, following a 20 year career with Royal Mail, where he managed an outsourced OH function. Steve is chair of the Council for Work and Health. In 2009 he led the NHS Health and Wellbeing Review – *the Boorman Review* and he received a CBE in 2013 for services to occupational health.

# Booking Form

## Preparing for the GDPR

Central London – Friday 18 May 2018

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**Early bird rate** for bookings paid **before** 4 May 2018

£225 + VAT (£270.00) per delegate – **save £70!**

**Main rate** for bookings paid **after** 4 May 2018

£295 + VAT (£354.00) per delegate

### First delegate

Title  First name

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Surname

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e-mail

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Position

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### Second delegate

Title  First name

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Surname

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e-mail

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Position

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### Organisation details

Organisation

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Address

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Postcode

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Tel  Fax

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**Self-funded delegates\***  £165 + VAT (£198) payment **before** 4/5/18  £235 + VAT (£282) payment **after** 4/5/18

To process your order, we keep your details securely on our database and we NEVER pass on your details to 3rd parties. We'd like to keep you updated about relevant events and information from the At Work Partnership. You can unsubscribe at any time by emailing [info@atworkpartnership.co.uk](mailto:info@atworkpartnership.co.uk). To receive our updates, please tick the boxes below:

- Yes – update via **post, email and phone**.
- Yes – by **post only** (for training info and journal samples – usually 5x per annum).
- Yes – by **email only** (for the free monthly OH email newsletter).
- Yes – by **phone only** (we are very unlikely to call unless it is for a specific reason)
- No, please do NOT contact me via any method.

**I have read and agree to the cancellation terms:** Authorised signature

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*(This booking is not valid unless signed)*

### Administration

**Venue:** The training will be held at a hotel or training centre in central London. Details will be confirmed in your administration details.

**Bookings:** Places can be booked by post, telephone, e-mail or online. In cases where your organisation's paperwork may take a couple of weeks to reach us, please telephone us on 0345 017 6986 or 0208 344 2328 to reserve a no-obligation provisional place.

**Administration details:** Please contact us if you do not receive written confirmation of your booking within two weeks of making the reservation. Details of the venue, a map and any final information will be sent to paid delegates approximately two weeks before the event. If you have not received these one week before the event, please telephone us on 0345 017 6986 or 0208 344 2328, or e-mail [conferences@atworkpartnership.co.uk](mailto:conferences@atworkpartnership.co.uk)

**Cancellation policy:** For cancellations received in writing 14 days before the event, we will provide a refund, less a 25% administration fee to cover administration costs. If the cancellation is received within 14 days of the event, no refund will be made, but we will accept an alternative delegate from your organisation at the event. Refunds are not available to delegates who fail to attend after confirming a booking.

**Hotel accommodation:** Hotel accommodation can be arranged through Venuehunt. Tel: 01722 500675. Online: [www.venuehunt.co.uk](http://www.venuehunt.co.uk)

**Special requirements:** If you have any special needs, please let us know in advance and we will be delighted to try and help.

**This programme was correct at time of going to press. In unavoidable circumstances, we reserve the right to change or cancel this event.** If we do need to cancel this event, our liability is limited to a refund of fees.

**Payment information:** Main Rate: £295 + VAT per delegate. Early Bird Rate: £225 + VAT per delegate for bookings received and paid for by 4 May 2018. (Bookings made by 4/5/18, but not paid by this date, will be charged at the higher rate).

\*A discounted rate is available for self-funded delegates. Payment must be made by personal cheque or personal credit card in one instalment. Early bird rate of £165 + VAT closes on 4 May 2018. Bookings unpaid at this date will be charged at £235 + VAT.

**Documentation, refreshments and a buffet lunch are all included in the price.**

**The fee must be paid in advance of the event.** Invoices will be sent when a booking is received, and payment can be made:

- **By cheque** – payable to The At Work Partnership Ltd
- **By BACS** – please contact us for our bank account details.
- **By credit card** – Expiry date \_\_\_\_ / \_\_\_\_ 3 digit security number \_\_\_\_  
Card No. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*N.B. Please do not email a PDF of this form with your credit card details*

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**BOOK NOW** and return your completed form to:

18/08

**Post:** The Registration Secretary, The At Work Partnership Ltd, 3 Woodfield Way, Bounds Green, London N11 2NP

**Telephone:** 0345 017 6986 or 0208 344 2328 **e-mail:** [conferences@atworkpartnership.co.uk](mailto:conferences@atworkpartnership.co.uk)

**Book online:** [www.atworkpartnership.co.uk](http://www.atworkpartnership.co.uk)