

# Practice Staff Event

## Data protection and your practice Responsibilities and risks



**Wednesday 3 February 2016**

or

**Thursday 4 February 2016**

This essential interactive workshop will cover data governance, the Data Protection Act (DPA) basics and myth busting, understanding civil monetary penalties and how to implement ICO guidance. There will also be an opportunity to discuss practice specific issues in relation to data governance.

**Time:** 10:00pm – 4.00pm (registration and refreshments from 9:30am)

**Venue:** Woburn House Conference Centre, 20 Tavistock Square, London WC1H 9HQ

**Cost:** £50.00 per delegate.

This charge is made by Londonwide LMCs to cover venue and refreshment costs.

Lunch and refreshments will be provided

**Please complete the booking form on the third page to reserve your place.  
Please keep terms and conditions for your reference.**



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# Practice Staff Event

Data protection and your practice

**Workshop name** Data protection and your practice

**Target Audience** GPs and all practice staff.

**Duration** Full day.

**Presenters** A team of Lead Auditors from the ICO will deliver the workshop.

**Aim** To provide delegates with information on:

- Data governance, the Data Protection Act basics and myth busting.
- Data sharing agreements – why do we need them, what is the practice's responsibility, what are the risks?
- Patient consent – when is it necessary?
- Freedom of Information requests and Subject Access Requests (SARs).
- Incident handling – potential breach/governance issues



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## Booking form: Data protection and your practice

The cost for attendance per delegate at this workshop is **£50 (including VAT) per practice attendee**. Places are limited so please complete the form below and return it with your cheque, payable to 'Londonwide Enterprise Ltd', or pay by **BACS: Sort Code: 60-80-07; A/C No: 60123338** for the attention of Marie Vassallo ([Marie.Vassallo@lmc.org.uk](mailto:Marie.Vassallo@lmc.org.uk)) at Londonwide LMCs, Tavistock House South, Tavistock Square, London WC1H 9LG by **Friday 29 January 2015**.

Name: \_\_\_\_\_

Practice/contact details: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email address: \_\_\_\_\_

Dietary/Access requirements: \_\_\_\_\_

**I would like to attend on: Wednesday 3 February 2016  or Thursday 4 February 2016**   
**(please choose one date)**

Please tick the appropriate box for your payment preference: BACS  cheque

If you choose to pay by BACS please ensure that payment is made within five working days of your booking or your application will not be processed.

Please tick this box to indicate that you have read our Terms and Conditions

### Terms and Conditions

**Londonwide LEAD** – All bookings are subject to the terms and conditions set out below. The person making the booking accepts all terms and conditions as set out herein on behalf of those named. In regards to data, the only data that may be shared would be name, profession, practice name and/or practice area. The fee includes lunch, refreshments and a copy of the event documentation and is inclusive of VAT.

**Booking Conditions** – A confirmation will be sent by email within five working days from receipt of your booking. Please contact us if you have not received confirmation within ten working days. You can choose to pay online via credit card or pay by BACS [Account number: 60123338 Sort code: 60-08-07] to secure your booking. Payment must be received before the event date.

**Cancellations/Substitutions** – Cancellations made at least four weeks before the event date will be charged at 10% of the total cost. Cancellations made between this date and at least two weeks before the event date will be charged at 50% of the total cost. Cancellations made after this date will be charged the full total cost. We regret that any cancellation after this date cannot be refunded, and that refunds for failure to attend the event cannot be made. However you can send a substitute delegate at any time. Cancellations and substitutions must be made in writing to [lead@lmc.org.uk](mailto:lead@lmc.org.uk).

Cancellation period	Discount
At least four weeks before the event date	10% of the total cost will be charged
At least two weeks before the event date	50% of the total cost will be charged
Less than two weeks before the event date	100% of the total cost will be charged

**Access Requirements** – To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have when you complete the form.

**Dietary Requirements** – We always provide vegetarian options at our events, but please inform us on the form if you need us to cater for any other dietary requirements.

**Data Protection** – Londonwide Enterprise Ltd and Londonwide LMCs Ltd are committed to protecting your privacy and security. Both Londonwide Local Medical Committees Ltd and Londonwide Enterprise

Ltd are registered as Data Controllers with the Information Commissioner's Office, as required under the Data Protection Act 1998. Londonwide LMCs Ltd registration number is Z1239475 and Londonwide Enterprise Ltd is Z1965945. In order to deliver our services to you, we need to process and store your personal information, which will be done in a secure manner. By entering your details, you agree to allow Londonwide Enterprise Ltd and Londonwide LMCs Ltd to contact you (by mail, email, telephone, SMS or fax) regarding its services and activities. If you do not wish to receive these communications, please tick the box below.

By ticking this box, I confirm that I do not wish to receive further information on events or services provided by Londonwide LMCs Ltd or its subsidiary Londonwide Enterprise Ltd.

By ticking this box, I confirm that I would like to receive information from carefully selected partners/associates/exhibitors, which provide health care related services, products or information.

If you change your mind in the future regarding the receiving of communications from Londonwide LMCs Ltd, Londonwide Enterprise Ltd or selected third parties, please confirm this in writing to Paul Tomlinson, Company Secretary ([Paul.Tomlinson@lmc.org.uk](mailto:Paul.Tomlinson@lmc.org.uk)). Events may be supported by external companies, including pharmaceutical suppliers. Your name, profession and location area may be shared with these carefully selected exhibitors and sponsors at events.

**Event Language** – English

**Alterations to the advertised event** – It may be necessary for reasons beyond the control of Londonwide Enterprise Ltd to alter the timing of the event, the identity of the speaker, the date or the venue but the event objectives will remain the same. In the unlikely event that the scheduled event is cancelled by Londonwide Enterprise Ltd (as opposed to postponed), we will refund you the registration fee, but to the fullest extent permitted by law, we will not be liable to you for any other costs or losses, whether direct or indirect. This does not affect your statutory rights. Londonwide Enterprise Ltd shall not be liable for loss of profit or business damage, whether direct, indirect or consequential, howsoever caused.

**Venue policies** – Delegates in attendance will be expected to comply at all times with the rules and regulations imposed by the venue and may be removed from the event for failure to do so. Any

loss of personal property at the venue is at your own risk. You may be held liable for any damage you may cause at the venue.

**Feedback, Complaints, Comments and Suggestions** – If you have any feedback, complaints, comments or suggestions about an event then please contact us in writing to [lead@lmc.org.uk](mailto:lead@lmc.org.uk). We will acknowledge this within ten working days and agree an appropriate timescale with you in which to respond to your request.

**Equality** – Londonwide LMCs Ltd and Londonwide Enterprise Ltd is committed to equality for all. Londonwide Enterprise Ltd does not tolerate any form of exclusion, harassment, victimisation, bullying or other unfair discrimination on any grounds including protected characteristics as described in the 2010 Equality Act. All participants (including wider groups of individuals connected to the organisation) are expected to value and respect each other.

The behaviour of non-employed associates of the company will be addressed where they are in breach of this principle and may be subject to the following actions:

- Contractors/speakers/exhibitors may have their contract terminated.
- Course delegates may be removed from their programme
- Venues and their staff – this will be followed up and a review undertaken on whether to use those facilities again.

**Force Majeure** – Londonwide Enterprise Ltd shall not be liable for any failure to perform its obligations where caused by circumstances beyond its control including for example acts of God, war, riot, explosion (including terrorist attack), abnormal weather, or natural physical disaster, fire, flood, strikes or Government, or Government agency, action or regulations.

**VAT Registration** – All payments are subject to VAT and Londonwide Enterprise Ltd VAT registration number is 130145466.



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