

IG- REDACTION TRAINING

Date / Time / Venue

Delivered over MS Teams. 12.00-1.00. 4th November 2026

Trainer:

Darren Poole, Manager – Data Protection Officer Service Digital Services, NHS Lothian

Booking details

GPTrainingapps@nhslothian.scot.nhs.uk

Please book early as spaces there are limits on numbers.

Who is the course aimed at?

- ✚ Existing admin/clerical staff involved in the disclosure of patient records who require a refresher
- ✚ New admin/clerical staff who will be taking on the role of disclosure of patient records

Closing Date

28TH October 2026

Spaces will only be confirmed when a fully completed and signed application has been received. One application form per person.

Method of Delivery

- ✚ Presentation
- ✚ Delivered via Microsoft TEAMS
- ✚ Question and Answer Session

Cost

The Subject Matter is a Legal requirement and as such there is no charge for Practice employed staff to attend this training.

Course/topic content

- ✚ How to identify inappropriate material and redact data prior to disclosure of patient records

Learning outcomes

By the end of this course, the participant will:

- Be able to describe their responsibilities for redacting patient records prior to disclosure

Additional Information

Practices can still arrange for the DPO to deliver this session in their Practice if this is preferred, and this can be arranged by the Practice Manager with the DPO direct or out with the session.