

## SUBJECT ACCESS/DISCLOSURE TRAINING (UPDATED FOR 2023)

### Date / Time / Venue

Delivered over MS Teams. 12.00-1.00- Tuesday 6<sup>th</sup> October 2026

### Trainer:

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

### Booking details

[GPTrainingapps@nhslothian.scot.nhs.uk](mailto: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

**29<sup>th</sup> September 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

- ✚ Trains staff to recognise all types of disclosure requests
- ✚ Understand the legal basis for Disclosure
- ✚ Different types of consent
- ✚ What is an excessive request

### Learning outcomes

By the end of this course, the participant will:

- Demonstrate and understanding of the legal basis for Disclosure
- Describe different types of Consent
- Recognise and describe excessive requests

### 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.