

# Core brief

Wednesday 6 February 2019

## Introduction

This issue of Core Brief details information on GDPR and Turas.

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### General Data Protection Regulations (GDPR)

It has now been over eight months since the implementation of the new data protection regulations and a lot of work has been taken forward to ensure we are compliant.

Staff are now reminded that they should be completing the mandatory data protection training module 'Safe Information Handling' on [LearnPro](#). We are also holding optional training sessions on how to handle a data breach - to book this contact the Data Protection Team.

If you have any questions regarding GDPR we can be contacted at: [Data.protection@ggc.scot.nhs.uk](mailto:Data.protection@ggc.scot.nhs.uk)

### KSF Turas appraisal

Turas Appraisal is the system used to record, confirm and agree your Knowledge and Skills Framework, Personal Development Planning and Review (KSF PDP&R) annual discussion and outcomes.

Every member of staff should have an annual discussion with their line manager. If this is out of date, reviewers must arrange a meeting with team member(s) as soon as possible.

Your discussion should include:

- what went well
- what could have been better
- what difference do you want to make next year.

Reviewers and team member(s) will use these questions to reflect on the past year and confirm and agree the comments they have both made. The answers should be recorded in the KSF progress page and the discussion summary comments. Once this is done the process will be concluded for the last year.

Remember - both reviewer and team member(s) need to confirm and agree their comments so that the discussion can be closed and recorded, allowing joint planning for the year ahead.

If you require further support to ensure that you record, confirm and agree a timely KSF PDP&R discussion on Turas Appraisal the following guidance may be helpful:

[Turas Appraisal log in page](#)  
[HR Connect - Turas Appraisal](#)  
[Turas Appraisal Guide for Reviewers](#)  
[Turas Appraisal Guide for Reviewee](#)

If you or your team members have any issue accessing Turas Appraisal please contact LE Support on 0141 278 2700 option 3 or email [LE.Support@ggc.scot.nhs.uk](mailto:LE.Support@ggc.scot.nhs.uk) and a colleague will be pleased to assist you.

**Are your contact details up-to-date? [Click here](#) to check**