**Unit Title:** Ethics: Using Information Ethically (Level 2/3)

**Class Size:** 30; **Time:** Various; **Duration:** 50mins; **Method:** F2F

<table>
<thead>
<tr>
<th>Overview</th>
<th>To further explore the ethical use of information and provide an introduction to Freedom of Information and Data Protection.</th>
</tr>
</thead>
</table>
| **Unit Level Learning Outcomes** | Students will be able to:  
- Use Information ethically  
- Describe Intellectual Property and how it is protected  
- Summarise Freedom of Information  
- Outline what Data Protection is |
| **Unit Level Teaching Approach** | This unit builds on Plagiarism & Referencing and Academic Integrity. Students must complete both before attending this session. Lecture style with hands-on elements/class discussion |
| **Content covered:** |  
- **Ethics**  
  What is Information?  
  What is Ethics?  
- **Intellectual Property**  
  What is Intellectual Property?  
  The Law  
  Patents  
  Trademarks  
- **Freedom of Information**  
  What is Freedom of Information?  
  The Law  
  What is the process?  
  Sensitive Information  
  Right to Privacy?  
- **Data Protection**  
  What is Data Protection?  
  The Law  
  Primary Data  
  Secondary Data  
  Sensitive Information  
  Storage & Retention  
  Exporting Data |
| **Content Online:** | LibGuide & Powerpoint |
| **Unit Level Assessment** | In class – Formative Assessment |
| Student Activities | Hands on Quizes. |