

Uk Data Retention Requirements Records Management

Organised Crime and the Law presents an overview of the laws and policies adopted to address the phenomenon of organised crime in the United Kingdom and Ireland, assessing the changes to these justice systems, in terms of the prevention, investigation, prosecution and punishment of such criminality. While the notion of organised crime is a contested one, States' legal responses treat it and its constituent offences as unproblematic in a definitional sense. This book advances a systematic doctrinal critique of these domestic criminal laws, laws of evidence and civil processes. Organised Crime and the Law focuses on the tension between due process and crime control, the demands of public protection and risk aversion, and other adaptations. In particular, it identifies parallels and points of divergence between the different jurisdictions in the UK and Ireland, bearing in mind the shared history of subversive threats and counter-terrorism policies. It also examines the extent to which policy transfer is evident in the UK and Ireland in terms of emulating the United States in reacting to organised crime.

This is an open access title available under the terms of a CC BY-NC-ND 4.0 International licence. It is free to read at Oxford Scholarship Online and offered as a free PDF download from OUP and selected open access locations. This book is the culmination of nearly six years of research initiated by Fred Cate and Jim Dempsey to examine national practices and laws regarding systematic government access to personal information held by private-sector companies. Leading an effort sponsored by The Privacy Projects, they commissioned a series of country reports, asking national experts to uncover what they could about government demands on telecommunications providers and other private-sector companies to disclose bulk information about their customers. Their initial research found disturbing indications of systematic access in countries around the world. These data collection programs, often undertaken in the name of national security, were cloaked in secrecy and largely immune from oversight, posing serious threats to personal privacy. After the Snowden leaks confirmed these initial findings, the project morphed into something more ambitious: an effort to explore what should be the rules for government access to private-sector data, and how companies should respond to government demands for access. This book contains twelve updated country reports plus eleven analytic chapters that present descriptive and normative frameworks for assessing national surveillance laws, survey evolving international law and human rights principles applicable to government surveillance, and describe oversight mechanisms. It also explores the concept of accountability and the role of encryption in shaping the surveillance debate. Cate and Dempsey conclude by offering recommendations for both governments and industry.

Edward Snowden's leaks exposed fundamental differences in the ways Americans and Europeans approach the issues of privacy and intelligence gathering. Featuring commentary from leading commentators, scholars and practitioners from both sides of the Atlantic, the book documents and explains these differences, summarized in these terms: Europeans should 'grow up' and Americans should 'obey the law'. The book starts with a collection of chapters acknowledging that Snowden's revelations require us to rethink prevailing theories concerning privacy and intelligence gathering, explaining the differences and uncertainty regarding those aspects. An impressive range of experts reflect on the law and policy of the NSA-Affair, documenting its fundamentally transnational dimension, which is the real location of the transatlantic dialogue on privacy and intelligence gathering. The conclusive chapters explain the dramatic transatlantic differences that emerged from the NSA-Affair with a collection of comparative cultural commentary.

From profiling databases and mashups to cybersex and the truth about social networking, Miller's insightful second edition traces the pervasive influence of 'digital culture' throughout contemporary life. He integrates socio-economic understandings of the 'information society' with the cultural studies approach to production, use, and consumption of digital media and multimedia. Still refreshingly readable and packed with new examples; Understanding Digital Culture: Includes new and updated material on work and commodity production in digital capitalism, "slacktivism", industrial espionage and major bank hacks, the rise of mobile dating apps, and cyber-bullying alongside trolling. Unpacks how the information society is transforming and challenging traditional notions of crime, resistance, war and protest, community, intimacy and belonging. Crosses disciplines to give a balanced account of the social, economic and cultural dimensions of the information society. Illuminates the increasing importance of mobile, wireless and converged media technologies in everyday life. Charts the changing cultural forms associated with new media and its consumption, including music, gaming, microblogging and online identity. Illustrates the above through a series of contemporary, in-depth case studies of digital culture. This is the perfect text for students looking for a full account of the information society, virtual cultures, sociology of the Internet and new media.

Benefiting LIS students and professionals alike, Franks presents complete coverage of the records and information lifecycle model. Encompassing paper, electronic (databases, office suites, email), and new media records (blogs, wikis), as well as records residing in "the cloud" (software as a service), the text addresses a full range of topics, including The origins and development of records and information The discipline of information governance Creation/capture, classification, and file plan development Retention strategies Access, storage, and retrieval Electronic records and electronic records management systems Emerging technologies such as web records, social media, and mobile devices Vital records, disaster preparedness and recovery, and business continuity Monitoring, auditing, and risk management Inactive records management, archives, and long-term preservation Education and training Developing a strategic records management plan

* A practical introduction to the business of management for doctors and managers at all levels * This simple guide provides easy-to-use tools and techniques * It explains jargon presents managerial tasks in context and provides managerial models

As a result of a rigorous, methodical process that (ISC) follows to routinely update its credential exams, it has announced that enhancements will be made to both the Certified Information Systems Security Professional (CISSP) credential, beginning April 15, 2015. (ISC) conducts this process on a regular basis to ensure that the examinations and

Now in its fourth edition, this popular text provides a comprehensive overview of core elements of restorative adult and paediatric dentistry that students will need in order to pass their final exams. Edited by Professor Giles McCracken, the book provides key details and an overall broad summary of the multiple facets of restorative dentistry, pediatric dentistry and orthodontics. It includes conscious sedation, anxiety management and how law, ethics and professionalism interface with the delivery of dentistry. The book has been fully updated to include developments in restorative dentistry, the latest materials and new technology, and is ideal for undergraduate students, vocational trainees and those preparing for post-graduate examinations. Logical, concise

text for to aid learning and recall for examination purposes Detailed information linked to broader concepts Range of assessment tasks to evaluate understanding Practical guidance on examination preparation and skills Perfect for BDS exam preparation and candidates taking the MJDF, ORE or other post-graduate exams

One of the most important aspects for a successful police operation is the ability for the police to obtain timely, reliable and actionable intelligence related to the investigation or incident at hand. Open Source Intelligence (OSINT) provides an invaluable avenue to access and collect such information in addition to traditional investigative techniques and information sources. This book offers an authoritative and accessible guide on how to conduct Open Source Intelligence investigations from data collection to analysis to the design and vetting of OSINT tools. In its pages the reader will find a comprehensive view into the newest methods for OSINT analytics and visualizations in combination with real-life case studies to showcase the application as well as the challenges of OSINT investigations across domains. Examples of OSINT range from information posted on social media as one of the most openly available means of accessing and gathering Open Source Intelligence to location data, OSINT obtained from the darkweb to combinations of OSINT with real-time analytical capabilities and closed sources. In addition it provides guidance on legal and ethical considerations making it relevant reading for practitioners as well as academics and students with a view to obtain thorough, first-hand knowledge from serving experts in the field.

The systematic management of records is an important activity for 'information businesses' such as museums and galleries, but is not always recognized as a core function. Record keeping activities are often concentrated on small groups of records, and staff charged with managing them may have limited experience in the field. Records Management for Museums and Galleries offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in applying fundamental principles and practices to the specific circumstances of museums. It introduces readers to the institutional culture, functions, and records common to museums, and examines the legislative and regulatory environments affecting record-keeping practices. The book is comprised of eight chapters, including: a history of records keeping in the UK museum and gallery sector; the basics of records management; making a business case for records management; requirements of legislation for records management; how to conduct a records survey; strategy and action planning; how to develop a file plan, retention schedule and records management programme; and a guide to useful additional resources. Gives practical and tested solutions to real world issues Fills a gap in the literature as a handbook in this important sector Provides an overview of the sector as a whole

Trust and Records in an Open Digital Environment explores issues that arise when digital records are entrusted to the cloud and will help professionals to make informed choices in the context of a rapidly changing digital economy. Showing that records need to ensure public trust, especially in the era of alternative truths, this volume argues that reliable resources, which are openly accessible from governmental institutions, e-services, archival institutions, digital repositories, and cloud-based digital archives, are the key to an open digital environment. The book also demonstrates that current established practices need to be reviewed and amended to include the networked nature of the cloud-based records, to investigate the role of new players, like cloud service providers (CSP), and assess the potential for implementing new, disruptive technologies like blockchain. Stan?i? and the contributors address these challenges by taking three themes – state, citizens, and documentary form – and discussing their interaction in the context of open government, open access, recordkeeping, and digital preservation. Exploring what is needed to enable the establishment of an open digital environment, Trust and Records in an Open Digital Environment should be essential reading for data, information, document, and records management professionals. It will also be a key text for archivists, librarians, professors, and students working in the information sciences and other related fields.

A comprehensive review covering recent developments in electronic commerce, as well as the more traditional systems found in many organizations, both large and small.

"A huge investment has been made in digitizing scholarly and cultural heritage materials through initiatives based in museums, libraries and archives, as well as higher education institutions. The 'Digital Economy' is an important component of institutional planning, and much attention is given to the investment in digital projects and programmes. However, few initiatives have examined the actual use, value and impact of digital collections, and the role of digital collections in the changing information environment. As the creative, cultural and educational sector faces a period of restricted funding, it is timely to re-examine the use of the digital collections that have been created in the past twenty years, and to consider their value to the institutions that host them and to the communities of users they serve. This book brings together a group of international experts to consider the following key issues: What is the role of digital resources in the research life cycle? Do the arts and humanities face a 'data deluge'? How are digital collections to be sustained over the long term? How is use and impact to be assessed? What is the role of digital collections in the 'digital economy'? How is public engagement with digital cultural heritage materials to be assessed and supported? This book will be of interest to academics, librarians, archivists and the staff of cultural heritage organizations, as well as funders and other key stakeholders with an interest in the development and long term sustainability of digital collections."--Publisher's website.

This is a comprehensive guide to challenging decisions of criminal courts and public bodies in the criminal justice system using judicial review. Written by a team of criminal and public law practitioners, it considers claims for judicial review arising in the criminal justice system, which now represent a distinct area of public law. These claims are set apart by special considerations and rules; for example, on the limits of the High Court's jurisdiction or the availability of relief during ongoing proceedings. Criminal practitioners may lack the background to spot public law points. Equally, public law specialists may be unfamiliar with criminal law and types of issues that arise. Criminal Judicial Review is intended as a resource for both. The book deals with the principles, case law, remedies and, the practice and procedure for obtaining legal aid and costs. It will be of assistance to any practitioner preparing or responding to judicial review claims involving the following: - The Police and the Crown Prosecution Service. - Magistrates' courts, the Crown Court and Coroners. - Prisons and the Parole Board. - Statutory bodies such as the Independent Police Complaints Commission and the Legal Aid Agency. - Claimants who are children, young persons or have mental disorders. - The international dimension including extradition proceedings and European Union law. - Practical considerations such as CPR Part 54, remedies, legal aid and costs. From the Foreword by The Rt Hon Lord Judge "The book is offered in clear and simple style, focussing less on esoteric theoretical considerations and more on the practical needs of the practitioner. It brings together materials relating to public law with which a criminal specialist may be less well informed, and material relevant to the criminal justice processes which may not be immediately apparent to the public law specialist. It will assist

with the preparation of arguments, and also enable submissions which are unarguable to be discarded. It will therefore provide valuable guidance in this broad and developing area of practice.”

The operational auditing HANDBOOK Auditing Business and IT Processes Second Edition The Operational Auditing Handbook Second Edition clarifies the underlying issues, risks and objectives for a wide range of operations and activities and is a professional companion for those who design self-assessment and audit programmes of business processes in all sectors. To accompany this updated edition of The Operational Auditing Handbook please visit www.wiley.com/go/chambers for a complete selection of Standard Audit Programme Guides.

Thoroughly updated since the first edition of 1994, this volume contains a comprehensive account of Strasbourg case law and the underlying principles of the European Convention on Human Rights.

From the incomparable Emmy, Grammy, and Tony Award winner, a powerful and revealing autobiography about race, sexuality, art, and healing It’s easy to be yourself when who and what you are is in vogue. But growing up Black and gay in America has never been easy. Before Billy Porter was slaying red carpets and giving an iconic Emmy-winning performance in the celebrated TV show Pose; before he was the groundbreaking Tony and Grammy Award-winning star of Broadway’s Kinky Boots; and before he was an acclaimed recording artist, actor, playwright, director, and all-around legend, Porter was a young boy in Pittsburgh who was seen as different, who didn’t fit in. At five years old, Porter was sent to therapy to “fix” his effeminacy. He was endlessly bullied at school, sexually abused by his stepfather, and criticized at his church. Porter came of age in a world where simply being himself was a constant struggle. Billy Porter’s Unprotected is the life story of a singular artist and survivor in his own words. It is the story of a boy whose talent and courage opened doors for him, but only a crack. It is the story of a teenager discovering himself, learning his voice and his craft amidst deep trauma. And it is the story of a young man whose unbreakable determination led him through countless hard times to where he is now; a proud icon who refuses to back down or hide. Porter is a multitalented, multifaceted treasure at the top of his game, and Unprotected is a resonant, inspirational story of trauma and healing, shot through with his singular voice.

From the creator of the popular website Ask a Manager and New York’s work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There’s a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

The World Health Organization (WHO) Expert Committee on Specifications for Pharmaceutical Preparations advises the Director-General of WHO in the area of medicines quality assurance. It provides independent expert recommendations and guidance to ensure that medicines meet standards of quality, safety and efficacy in all WHO Member States. Its advice is developed through a broad consensus-building process and covers all areas of quality assurance of medicines, from their development to their distribution to patients. In the area of quality control, the Expert Committee reviewed new and revised specifications and general texts for inclusion in The International Pharmacopoeia, and received the annual report of the European Directorate for the Quality of Medicines & HealthCare (EDQM), the custodian centre for International Chemical Reference Substances (ICRS). The Committee adopted a number of monographs, general texts and ICRS. It noted the report on Phase 6 of the External Quality Assurance Assessment Scheme (EQAAS) and on new approaches to ensure sustainability of this scheme through user fees. The Committee further acknowledged the progress of good pharmacopoeial practices (GPhP), and adopted the document on GPhP which was prepared by the consecutive international meetings of world pharmacopoeias. In the various quality assurance-related areas the Expert Committee was presented with a number of new and revised guidelines related to good manufacturing practices (GMP), distribution and trade of pharmaceuticals and regulatory practice. It adopted 10 guidelines as listed below as well as 22 new specifications and general texts for inclusion in The International Pharmacopoeia. The Committee took note of ongoing work to promote collaboration and information exchange through the good regulatory practice project and welcomed the development of a comprehensive set of guidelines for all national regulatory authorities through this project.

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VAT Record Keeping

Most employers will at some time need to monitor, record and read staff e-mails and correspondence, or check on their use of the telephone and internet. There may also be cases where covert surveillance either by video camera or private investigators is considered necessary. The law in this area is complex and, in some cases, contradictory. Similarly, vetting staff before taking them into employment can be equally fraught with legal issues. This book sets out the law in both areas clearly, and gives practical guidance, precedents and useful examples of policies and procedures for monitoring employees at work and vetting potential employees.

The word 'data' has entered everyday conversation, but do we really understand what it means? How can we begin to grasp the scope and scale of our new data-rich world, and can we truly comprehend what is at stake? In *Data Lives*, renowned social scientist Rob Kitchin explores the intricacies of data creation and charts how data-driven technologies have become essential to how society, government and the economy work. Creatively blending scholarly analysis, biography and fiction, he demonstrates how data are shaped by social and political forces, and the extent to which they influence our daily lives. He reveals our data world to be one of potential danger, but also of hope.

Written by experts at the UK Data Archive, with over thirty years of experience in working with and teaching people to work with data, this book is the globally-reaching guide for any postgraduate student or researcher looking to build their data management skills. Focused on both primary and secondary data and packed with checklists and templates, it contains everything readers need to know for managing all types data before, during, and after the research process. Building on foundational data management techniques, it offers practical advice and insight into the unique skills needed to work with newer forms of data, like social media and big data. It also demonstrates how to: - Identify quality data that is credible, ethically-sound, and available for use - Choose and collect data suitable for particular research questions and project scopes - Work with personal, communal, administrative, and other sensitive and public data - Make the most of metadata - Visualise and share data using innovative platforms like blogs, infographics, and podcasts.

To execute and guarantee the right to privacy and data protection within the European Union (EU), the EU found it necessary to establish a stable, consistent framework for personal data protection and to enforce it in a decisive manner. This book, the most comprehensive guide available to the General Data Protection Regulation (GDPR), is the first English edition, updated and expanded, of a bestselling book published in Poland in 2018 by a renowned technology lawyer, expert to the European Commission on cloud computing and to the Article 29 Working Party (now: the European Data Protection Board) on data transfers who in fact contributed ideas to the GDPR. The implications of major innovations of the new system – including the obligation of businesses to consult the GDPR first rather than relevant Member State legislation and the extension of the GDPR to companies located outside of the European Economic Area – are fully analysed for the benefit of lawyers and companies worldwide. Among the specific issues and topics covered are the following: insight into the tricky nature of the GDPR; rules relating to free movement of personal data; legal remedies, liability, administrative sanctions; how to prove compliance with GDPR; direct liability of subcontractors (sub-processors); managing incidents and reporting data breaches; information on when and under what conditions the GDPR rules may apply to non-EU parties; backups and encryption; how to assess risk and adjust security accordingly and document the process; guidelines of the European Data Protection Board; and the GDPR's digest for obligated parties in a form of a draft data protection policy. The Guide often breaks down GDPR articles into checklists of specific requirements. Of special value are the numerous ready-to-adapt template compliance documents presented in Part II. Because the GDPR contains a set of new obligations and a perspective of severe administrative fines for non-compliance, this guide is an indispensable practical resource for corporate data protection officers, in-house counsel, lawyers in data protection practice, and e-commerce start-ups worldwide.

This is the "go to" book for newly appointed records managers, as well as experienced records and information management (RIM) professionals who want a review of specific topics. The approach here is practical rather than theoretical and emphasizes best practices and published standards.

We are now entering a world of electronic communications where an increasing amount of contemporary information is created and retained only in electronic form. How will such unstable flows of information be preserved for future historians? Will the future have a past? Will the history of our contemporary world be lost to our descendants? *History and Electronic Artefacts* is the first publication to examine the implications of this revolution for historical research. Historians are used to handling paper and parchment record in archives. These are actual pieces of correspondence which passed between historical actors. They are also relatively stable artefacts which can be preserved easily. Two factors introduced by the electronic revolution threaten the existence of paper archives: the dissociation between information content and the media by which it is transmitted ruptures the solidity of the archival object. The ability to store electronic information anywhere and access it remotely via networks could make the central paper archive redundant. Experts from the fields of information management and technology, data archiving, library science, as well as historians, consider the issues raised in depth. The authors also place a unique emphasis on European developments.

Representation of the visual and spatial properties of our environment is a pivotal requirement of everyday cognition. We can mentally represent the visual form of objects. We can extract information from several of the senses as to the location of objects in relation to ourselves and to other objects nearby. For some of those objects we can reach out and manipulate them. We can also imagine ourselves manipulating objects in advance of doing so, or even when it would be impossible to do so physically. The problem posed to science is how these cognitive operations are accomplished, and proffered accounts lie in two essentially parallel research endeavours, working memory and imagery. Working memory is thought to pervade everyday cognition, to provide on-line processing and temporary storage, and to update, moment to moment, our representation of the current state of our environment and our interactions with that environment. There is now a strong case for the claims of working memory in the area of phonological and articulatory functions, all of which appear to contribute to everyday activities such as counting, arithmetic, vocabulary acquisition, and some aspects of reading and language comprehension. The claims for visual and spatial working memory functions are less convincing. Most notable has been the assumption that visual and spatial working memory are intimately involved in the generation, retention and manipulations of visual images. There has until recently been

little hard evidence to justify that assumption, and the research on visual and spatial working memory has focused on a relatively restricted range of imagery tasks and phenomena. In a more or less independent development, the literature on visual imagery has now amassed a voluminous corpus of data and theory about a wide range of imagery phenomena. Despite this, few books on imagery refer to the concept of working memory in any detail, or specify the nature of the working memory system that might be involved in mental imagery. This essay follows a line of reconciliation and positive critiquing in exploring the possible overlap between mental imagery and working memory. Theoretical development in the book draws on data from both cognitive psychology and cognitive neuropsychology. The aim is to stimulate debate, to address directly a number of assumptions that hitherto have been implicit, and to assess the contribution of the concept of working memory to our understanding of these intriguing core aspects of human cognition.

In September 2001, the world witnessed the horrific events of 9/11. A great deal has happened on the counterterrorist front in the 20 years since. While the terrorist threat has greatly diminished in Northern Ireland, the events of 9/11 and their aftermath have ushered in a new phase for the rest of the UK with some familiar, but also many novel, characteristics. This ambitious study takes stock of counterterrorism in Britain in this anniversary year. Assessing current challenges, and closely mirroring the 'four Ps' of the official CONTEST counterterrorist strategy – Protect, Prepare, Prevent, and Pursue – it seeks to summarize and grasp the essence of domestic law and policy, without being burdened by excessive technical detail. It also provides a rigorous, context-aware, illuminating, yet concise, accessible, and policy-relevant analysis of this important and controversial subject, grounded in relevant social science, policy studies, and legal scholarship. This book will be an important resource for students and scholars in law and social science, as well as human rights, terrorism, counterterrorism, security, and conflict studies.

Effective Document and Data Management illustrates the operational and strategic significance of how documents and data are captured, managed and utilized. Without a coherent and consistent approach the efficiency and effectiveness of the organization may be undermined by less poor management and use of its information. The third edition of the book is restructured to take this broader view and to establish an organizational context in which information is management. Along the way Bob Wiggins clarifies the distinction between information management, data management and knowledge management; helps make sense of the concept of an information life cycle to present and describe the processes and techniques of information and data management, storage and retrieval; uses worked examples to illustrate the coordinated application of data and process analysis; and provides guidance on the application of appropriate project management techniques for document and records management projects. The book will benefit a range of organizations and people, from those senior managers who need to develop coherent and consistent business and IT strategies; to information professionals, such as records managers and librarians who will gain an appreciation of the impact of the technology and of how their particular areas of expertise can best be applied; to system designers, developers and implementers and finally to users. The author can be contacted at curabyte@gmail.com for further information.

An essential reference for scholars and others whose work brings them into contact with managing, policing and regulating online behaviour, the Handbook of Internet Crime emerges at a time of rapid social and technological change. Amidst much debate about the dangers presented by the Internet and intensive negotiation over its legitimate uses and regulation, this is the most comprehensive and ambitious book on cybercrime to date. The Handbook of Internet Crime gathers together the leading scholars in the field to explore issues and debates surrounding internet-related crime, deviance, policing, law and regulation in the 21st century. The Handbook reflects the range and depth of cybercrime research and scholarship, combining contributions from many of those who have established and developed cyber research over the past 25 years and who continue to shape it in its current phase, with more recent entrants to the field who are building on this tradition and breaking new ground. Contributions reflect both the global nature of cybercrime problems, and the international span of scholarship addressing its challenges. Communicating ideas in veterinary medicine is a fundamental part of building a career as a clinician and adding onto an established foundation of veterinary research. The purpose of this book is to increase efficiency in writing professional documents, e.g. writing a concise yet thorough discharge statement to clarify medical recommendations. Useful for both veterinary students and practising vets, *Writing Skills for Veterinarians* addresses how to develop and hone veterinary medical and scientific writing techniques. The basics of veterinary writing and why it matters are covered before concentrating on specific written models expected of vets - creating medical documents, such as SOAP notes, client and colleague communications, case reports, and original research papers. The resource-bank of additional exercises allows the reader to self-test for knowledge and comprehension.

Although there are a number of publications covering records management generically, very few are focused on the specific challenges of particular sectors, and fewer still on current regulatory, legal and governance issues associated with managing records in global banking and finance businesses. This timely book fills this gap by exploring these complex issues fully, and offers strategies and examples of best practice to meet the recordkeeping challenges to which they give rise in corporate and commercial banking enterprises operating in global capital markets. The examples and cases studies encompass recordkeeping in investment banking, asset management, brokerage and other financial services which serve global markets, and the book will be of particular significance to the financial sector. However, covering as it does the issues that arise from operating across borders and jurisdictions, it will also be of relevance to multi-national businesses in other sectors. The key chapters cover: setting the scene: background and concepts regulatory and legal compliance common trends in financial services: balancing risk and return litigation-related issues recordkeeping approaches. Whilst the expert team of authors are careful to ensure that the book reflects recognized records management principles, the accessible language used will assure its value to information professionals and others without a formal records management background. Readership: This much-needed textbook will be essential reading for records managers, archivists and information professionals who manage records in the financial sector. It will also be invaluable for individuals engaged in a wide range of disciplines who rely on records to meet the increasing number of legal and regulatory obligations to which institutions engaged in global banking and finance are now subject. These include: compliance professionals, data protection officers, governance professionals, regulators and risk managers, senior managers and directors, chief operating officers and IT specialists.

Records Management Handbook is a complete guide to the practice of records and information management. Written from a multi-media perspective and with a comprehensive systems design orientation, the authors present proven management strategies for developing, implementing and operating a '21st century' records management programme. Where most available titles are biased toward dealing with inactive records, this book gives a balanced treatment for all phases of the record's life cycle, from creation or receipt through to ultimate disposition. The *Records Management Handbook* is a practical

reference for use by records managers, analysts, and other information management professionals, which will aid decision-making, improve job performance, stimulate ideas, help avoid legal problems, minimize risk and error, save time and reduce expense. Special features of the second edition include: € new chapters on record media, active records systems and records disposition € new information on management strategies and programme implementation € revised guidance and material on records appraisal and record inventorying € expanded and increased information on retention scheduling, records storage and electronic forms.

Set in Canada and the battlefields of France and Belgium, *Three-Day Road* is a mesmerizing novel told through the eyes of Niska—a Canadian Oji-Cree woman living off the land who is the last of a line of healers and diviners—and her nephew Xavier. At the urging of his friend Elijah, a Cree boy raised in reserve schools, Xavier joins the war effort. Shipped off to Europe when they are nineteen, the boys are marginalized from the Canadian soldiers not only by their native appearance but also by the fine marksmanship that years of hunting in the bush has taught them. Both become snipers renowned for their uncanny accuracy. But while Xavier struggles to understand the purpose of the war and to come to terms with his conscience for the many lives he has ended, Elijah becomes obsessed with killing, taking great risks to become the most accomplished sniper in the army. Eventually the harrowing and bloody truth of war takes its toll on the two friends in different, profound ways. Intertwined with this account is the story of Niska, who herself has borne witness to a lifetime of death—the death of her people. In part inspired by the legend of Francis Pegahmagabow, the great Indian sniper of World War I, *Three-Day Road* is an impeccably researched and beautifully written story that offers a searing reminder about the cost of war.

One of the most challenging issues facing our current information society is the accelerating accumulation of data trails in transactional and communication systems, which may be used not only to profile the behaviour of individuals for commercial, marketing and law enforcement purposes, but also to locate and follow things and actions. Data mining, convergence, interoperability, ever-increasing computer capacities and the extreme miniaturisation of the hardware are all elements which contribute to a major contemporary challenge: the profiled world. This interdisciplinary volume offers twenty contributions that delve deeper into some of the complex but urgent questions that this profiled world addresses to data protection and privacy. The chapters of this volume were all presented at the second Conference on Privacy and Data Protection (CPDP2009) held in Brussels in January 2009 (www.cpdpcconferences.org). The yearly CPDP conferences aim to become Europe's most important meeting where academics, practitioners, policy-makers and activists come together to exchange ideas and discuss emerging issues in information technology, privacy and data protection and law. This volume reflects the richness of the conference, containing chapters by leading lawyers, policymakers, computer, technology assessment and social scientists. The chapters cover generic themes such as the evolution of a new generation of data protection laws and the constitutionalisation of data protection and more specific issues like security breaches, unsolicited adjustments, social networks, surveillance and electronic voting. This book not only offers a very close and timely look on the state of data protection and privacy in our profiled world, but it also explores and invents ways to make sure this world remains a world we want to live in.

In his first work of narrative nonfiction, Matthew Pearl, bestselling author of acclaimed novel *The Dante Club*, explores the little-known true story of the kidnapping of legendary pioneer Daniel Boone's daughter and the dramatic aftermath that rippled across the nation. On a quiet midsummer day in 1776, weeks after the signing of the Declaration of Independence, thirteen-year-old Jemima Boone and her friends Betsy and Fanny Callaway disappear near the Kentucky settlement of Boonesboro, the echoes of their faraway screams lingering on the air. A Cherokee-Shawnee raiding party has taken the girls as the latest salvo in the blood feud between American Indians and the colonial settlers who have decimated native lands and resources. Hanging Maw, the raiders' leader, recognizes one of the captives as Jemima Boone, daughter of Kentucky's most influential pioneers, and realizes she could be a valuable pawn in the battle to drive the colonists out of the contested Kentucky territory for good. With Daniel Boone and his posse in pursuit, Hanging Maw devises a plan that could ultimately bring greater peace both to the tribes and the colonists. But after the girls find clever ways to create a trail of clues, the raiding party is ambushed by Boone and the rescuers in a battle with reverberations that nobody could predict. As Matthew Pearl reveals, the exciting story of Jemima Boone's kidnapping vividly illuminates the early days of America's westward expansion, and the violent and tragic clashes across cultural lines that ensue. In this enthralling narrative in the tradition of Candice Millard and David Grann, Matthew Pearl unearths a forgotten and dramatic series of events from early in the Revolutionary War that opens a window into America's transition from colony to nation, with the heavy moral costs incurred amid shocking new alliances and betrayals.

Fully updated for its third edition, the *Oxford Handbook of Primary Care and Community Nursing* is the essential guide to caring for patients in primary care and in community settings. Concise and comprehensive, the book provides the reader with both evidence-based clinical knowledge as well as the organizational structure of community health services. Chapters range from common adult and paediatric health problems, to more specific targeted advice for service users with extra needs and people with long-term conditions. The handbook includes information on how health and social care services are organised and funded, from common technical care procedures to complex situations, alongside detailed aspects of health promotion in adults, children, and adolescents. With new topics on consultation frameworks and models, supporting young people in their transition to the adult services, and female genital mutilation, all clinical guidelines, epidemiology, and statistics have been revised to reflect developments since the previous edition. Providing an accessible and instant resource for everyday nursing, and a benchmark of good practice, the *Oxford Handbook of Primary Care and Community Nursing* is a unique and invaluable companion for all health care professionals working in the primary care and community setting.

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