



DATA PROTECTION TRAINING FOR NON DPOs INTERMEDIATE

BACKGROUND

Data Protection is high on the agenda for all organisations, with employees at all levels and functions offering the first line of defence against failure and a subsequent breach. Ensuring staff and management understand Data Protection, whilst being able to carry out good data protection practices in their day-to-day activities, is a key part of a good security culture. Good quality data protection policies and practices can support information sharing, a vital part of good public services.

The UK is no longer a member state of the EU, but the GDPR remains legislation for organisations storing, managing or processing personal data relating to EU citizens or individuals that could become EU citizens. GDPR was incorporated into UK Data Protection law as the Data Protection Act (2018) (DPA), so little has changed with regard to the principles, rights and obligations contained in our regulation; Data Protection has always been about respect for the rights of the data subject and GDPR and DPA alike place emphasis on those rights. Given that the sliding scale and severity of monetary penalties for a serious data breach, it is not something any Data Processors or Data Controllers can afford to ignore.

WHO SHOULD ATTEND?

This 2-day course is designed for staff that are accountable for working with personal data as part of their role and need a more developed understanding of best practices. This might include, but is not limited to; HR staff, staff processing Subject Access Requests, or staff who have been assigned Data Protection implementation and compliance responsibility within their organisation.

SCOPE OF TRAINING

The course seeks to put UK GDPR and the DPA (2018) into context using real life examples and delegate role-based scenarios. Areas include:

- The history of the DPA, key definitions and the data protection principles;
- The role and powers of the Information Commissioner;
- The changes introduced by the EU and UK GDPR and DPA 2018 and how it affects current Data Protection practices;
- Understanding the Principles related to the processing of personal data and how that translates into working practices;



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- The Rights of Data Subjects (i.e. Access, Rectification, Employee Monitoring, Erasure and Portability) including how to process Subject Access Requests (SARs) and applying the basis for exemptions;
- When and how to produce a Data Protection Impact Assessment (DPIA);
- Privacy Notices and Data Sharing Agreements;
- The role of the Data Protection Officer (DPO) and aspects around the Governance of the role;
- Managing and reporting a Data Protection Breach, including setting up of near miss reporting as part of a preventative culture.

At the end of this course, delegates will have a good understanding of the legislation, the role and power of the ICO, how working practices need to be adapted and will be able to confidently bring this and more to their organisational data protection procedures.

PREVIOUS DELEGATES

"Prior to completing this course I had a basic knowledge of data protection and GDPR, but now I understand a lot more about where it has come from and for what purposes. The course has greatly helped my understanding of the wider subject of data protection, including the legislation and documents that govern it."

"Throughout the course, I was able to think of different ways and things I am working on where I can now apply the learning. I will also be more confident in ensuring that processes are followed, and explaining their importance to others who might see data protection and governance as a 'blocker'."

"Engaging course that brought what can be quite a dry subject to a practical level. Well covered with good practical examples. Good facilitation by knowledgeable and experience trainer. Very well delivered and connected by relevant process and legislation."

"Whilst the course has raised some questions for me around current processes, it has made me feel more confident as I now have a greater understanding. The improved understanding will also assist me when completing and reviewing documentation such as DPIAs."

"I felt that the course was very relevant to my role and especially as I am very new in this role, this course has helped to solidify a lot of the learning and reading I have done around data protection. It has also highlighted to me the kind of questions to ask myself when handling and managing data."



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