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bestpractice@advent-
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0121 559 6699

DATA PROTECTION PRACTITIONER TRAINING

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. Those with extended responsibility for data protection including senior management, HR staff and individuals looking to enter data protection as a career need to exhaustively understand data protection, whilst being able to carry out good data protection practices in their day-to-day activities, which is a key part of good security culture.

We have a long-standing training and consultancy relationship across the public sector and this has enabled us to see where we can add value when it comes to quality information related training, including in the area of Data Protection. Good quality data protection policy and practices, combined with competent practitioners can support information sharing, a vital part of good public services.

WHO SHOULD ATTEND?

This 4-day course is designed for staff that are accountable for working with personal data as part of their role and need an advanced understanding of best practice. This might include, but is not limited to; Data Protection Officers, HR staff, senior managers, employees who have been specifically assigned data protection responsibility or individuals looking to enter data protection as a career.

SCOPE OF COURSE

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;
- A detailed understanding of the changes introduced by the EU and UK GDPR and DPA 2018 and how it affects current Data Protection practices;
- An in-depth understanding of the Principles related to the processing of personal data and how that translates into working practices;
- The Rights of Data Subjects (i.e. Access, Rectification, Employee Monitoring, Erasure and Portability) including how to process Subject Access Requests (SARs) and apply the basis for exemptions;
- When a Data Protection Impact Assessment (DPIA) should be produced and how to ensure one is adequate;
- Privacy Notices and how to use them;





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- The difference between Controller to Controller and Controller to Processor relationships and how that affects 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, identifying a notifiable breach, communicating with the ICO and managing Data Subjects' expectations;
- Setting up of near-miss reporting as part of a preventative culture.
- A full understanding of how to use Recitals and Derivations
- Repurposing of data for further processing
- The difference between Anonymisation vs Pseudonymisation
- Applying the basis for exemptions;
- Understanding how to use the key schedules within the legislation

At the end of this course, delegates will have an in depth 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.

The course is designed to be a highly practical experience to enable delegates to competently provide Data Protection advice and guidance to their organisation.

Previous Delegates

"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."

"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."

"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.'"

"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."

0121 559 6699 | Sarah.Richardson@advent-im.co.uk

