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# POLICE DATA PROTECTION PRACTITIONER TRAINING

## BACKGROUND

Data Protection is high on the agenda of all Police Forces, 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 Officers, Case Managers, Disclosure Officers, Information Security Managers, Data Protection Officers (DPOs), HR staff, finance staff, senior managers, employees who have been assigned data protection responsibilities, or individuals looking to enter data protection as a career, need to exhaustively understand data protection, enabling them to carry out good data protection practices in their day to day activities and lead by example, which is a key part of good security culture.

We have a long-standing training and consultancy relationship with UK Police forces and this has enabled us to see where we can add value when it comes to quality information training, including Management of Police Information MOPI and DPA 2018. Good quality data protection policy and practices, combined with competent practitioners can support information sharing, a vital part of good policing.

## 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; Senior Officers, Case Managers, Disclosure Officers, Information Security Managers, Data Protection Officers (DPOs), HR staff, finance staff, senior managers, employees who have been assigned specific data protection responsibilities 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;



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- The Rights of Data Subjects (i.e. Access, Rectification, Employee Monitoring and 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;
- 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 a complete understanding of the new legislation, the role and power of the ICO, how working practices need to be adapted, the obligations required under Part 3 and will be highly capable to apply this course and more to their Forces 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 Force.

## Previous Delegates

*"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.'"*

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