

PUBLIC SECTOR DATA PROTECTION INTERMEDIATE

Background

Data Protection holds a prominent position on the agenda for organisations of all sizes. In this intermediate level course, we recognise that employees across various levels and functions serve as the initial line of defence against potential failures and subsequent breaches.

The primary focus will be on ensuring that both staff and management possess a comprehensive understanding of Data Protection principles, enabling them to implement sound data protection practices in their daily activities.

This course is not about us reading the legislation to you, but rather guiding you on how to understand and effectively apply it to create a culture of awareness and responsibility, ensuring the confidentiality, integrity, and availability of the data we handle.

This intermediate level of training is crucial for fostering a robust security culture within the organisation. Delegates will gain insights into how well-crafted data protection policies and practices can not only safeguard and personal and sensitive information but also facilitate responsible information sharing which is a vital aspect of delivering effective public services.

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, Finance, and other administrative teams that have access to sensitive data
- Staff processing Subject Access Requests (SARs)
- Senior Managers who work with sensitive data
- Information Governance Teams or Individuals
- Other staff who have been assigned Data Protection implementation and compliance responsibility within their organisation



AIMT004



Onsite



2 Days



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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;
- 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.

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“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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