

Data Protection Training

Data repositories within organisations are called 'Information Assets' and each Information Asset must be allocated a custodian or 'Owner'. This should be a senior and/or responsible individual involved in the running of the organisation. If you have been appointed as an Information Asset Owner, this interactive online or offline workshop will help you to understand your role and your legal responsibilities.

The UK Cabinet Office have stated that Information Asset Owners 'must be trained on appointment' and on an ongoing basis. As a critical senior role, this training should not be overlooked. This Information Asset Owners Workshop enables you to comply with the above.

WORKSHOP OVERVIEW

This half-day workshop delivers essential information in relation to the responsibilities of the Information Asset Owner (IAO) which is a key obligation within your data governance obligations.

The flexibility built into our workshop model means that we can not only tailor the experience to the organisation or delegate, but we can deliver the workshop in a medium or channel right for you, in other words, either on site or remotely.

FORMAT AND CERTIFICATION

Our Trainers are experienced industry professionals who enhance learning with passion, flare, and real-world scenarios. Having worked on the 'coal-face' they don't just talk theory; they bring everything to life with authentic examples.

Duration – 3 hours, either 9am-12noon, or 2pm-5pm. There is the possibility of 2 sessions per day.

Delivery – Workshops are suitable for Public, Private or Not-for-Profit organisations. To keep all sessions interactive and relevant, a maximum of 15 delegates per session is allowed.

Format – Workshops are delivered by passionate and knowledgeable data protection professionals. This workshop can be delivered effortlessly at your business premises, in a hotel or remotely via Zoom.

Certificate - Every delegate receives a certificate of attendance or if the optional test is taken, a certificate of achievement, both of which will evidence that they have undertaken the workshop.

AUDIENCE

This workshop is ideal for individuals who have overall responsibility or custodianship of information assets and is also relevant for junior Information Asset Assistants (IAA).

The workshop has been designed to ensure that IAOs and IAAs understand their responsibilities and roles especially regarding data protection law, what information should be recorded in the Information Asset Register, what data they are allowed to collect, store, share and how to keep the information safe.

WORKSHOP CONTENT

Content and animation can be tailored to client's own specific requirements upon request.

The syllabus of this workshop covers the following areas.

Each of the subjects below is broken down further, if you want to know if something very specific is included, please just ask.

Please turn over.

WORKSHOP CONTENT

Summary of subjects covered:

- What is an Information Asset?
- What is an Information Asset Register?
- Why do I need an Information Asset Register (IAR)?
- What information should my Information Asset Register contain?
- Who should be the Information Asset Owner?
- What are the responsibilities of an Information Asset Owner?
- What is an Information Asset Assistant?
- Where does the responsibility of the IAO and IAA begin and end?
- What to do in the event of a data breach or bad practice.
- Discover your responsibilities and gain peace of mind.

HOW TO BOOK

Book online by visiting our website at www.griffinhouseconsultancy.co.uk/training/information-asset-owners-iao-workshop/ or just give us a call on 01673 885533 and we will reserve your place.