

Data Protection Training

This online **eLearning** course is a perfect cost-effective solution for organisations who need to rapidly up skill their staff, volunteers, trustees and partners.

A comprehensive final test and detailed reporting allows Controllers to comply with their Accountability obligations.



Overview

This Level 1 course is designed as an introduction to your obligations in data protection and privacy.

Format

The course is delivered online and at time convenient to the user. The course includes circa 10 videos and short quizzes with a final 20 question multiple choice exam. Some videos are less than 5 minutes and two last around 20 minutes.



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

Duration & Delivery

1 - 2 hours - online (eLearning)

Certification

20 question multiple choice exam is externally set and certified by Hand in Hand Professionals Limited.

Audience & Benefits

For team members (employees, volunteers, trustees) who are in junior roles or who do not deal actively with confidential or sensitive personal information, or for those requiring an annual refresher.

Course Content

- Overview and importance of data protection
- General introduction to EU data protection legislation and GDPR
- Short summary of key definitions, such as Controller, Processor, and differences between personal and special category (sensitive) data
- Brief introduction to the Data Protection key pillars, including:-
 - GDPR Principles
 - GDPR Notions
 - Rights of Data Subjects
- Raising awareness of the importance of confidentiality and privacy
- Sanctions, Fines and Penalties
- What is a data breach? And what action to take
- What is a Subject Access Request and what to do?

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All Training Courses

Level 1 Introduction to Data Protection

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Level 3 Data Protection Practitioners Course

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