

Data Protection Training

This online eLearning course is a perfect cost-effective solution for organisations who need to ensure their staff, volunteers, trustees and partners all have a good understanding of the basics of Data Protection.

Additionally, a comprehensive final exam and detailed reporting, enables Controllers and Processors to comply with their Accountability obligations under the UK GDPR.

COURSE OVERVIEW

This Level one course is designed as an introduction to an organisation's obligations in data protection and privacy.

Most people within an organisation come across data of some kind, so this online e-learning course has been designed to give everyone within an organisation the basic understanding they need – thus fulfilling your legal obligations under the UK GDPR.

(For people with a more hands-on role with data and personal information, we suggest our Level 2 or Level 3 courses).

FORMAT AND CERTIFICATION

The course is delivered online and at time convenient to the user. The course includes approximately 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.

Duration – depending on the learning speed of the learner, and number of times the learner retakes the mini-quizzes the course should take between 1 – 1.5 hours in total.

Delivery – The course is delivered online and at time convenient to the user. It is suitable for Public, Private or Not-for-Profit organisations.

Certification - The 20-question multiple choice exam is externally set and certified by Hand in Hand Professionals Limited – thus giving both the organiser and the learner proof that the course has been completed and that the information has been understood and retained.

AUDIENCE

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.

WORKSHOP CONTENT

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

The syllabus of this course covers the following areas.

- Overview and importance of data protection
- General introduction to EU data protection legislation and UK 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 and the rights of Data Subjects

Please turn over.

WORKSHOP CONTENT

- 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 if you receive one?

HOW TO BOOK

Book online by visiting our website at www.griffinhouseconsultancy.co.uk/training/level-1-data-protection/ or just give us a call on 01673 885533 and we will reserve your place.

