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HIGH SPEED™
TRAINING

This Data Protection course is designed to give learners a comprehensive understanding of the UK's data protection law and the GDPR. All types of businesses are required to comply with data protection law, no matter how small, and this course explains each of your responsibilities, whether you are a data controller or data processor.

The course covers the principles of the Data Protection Act alongside the updates that the GDPR has made to the law, and will help you to understand how to collect and process people's personal data lawfully, obtain consent where appropriate and ensure data security in your business.

Module One: Introduction to Data Protection and the GDPR
This introductory module explains what is meant by data protection and shows how it relates to you and your workplace. The module also highlights the changes brought about by the GDPR.

• What is data protection?
• Key definitions
• GDPR - What is it? What's changed? And Brexit
• The Data Protection Act 2018
• Case study

Module Two: The Principles of Data Protection
This module looks at your main responsibilities under the UK's data protection law. The module explains the key principles of the law and demonstrates how these should be applied to your data collection and processing activities.

• Fair, lawful and transparent processing
• Purpose limitations
• Data minimisation
• Accuracy
• Data retention and storage
• Data security
• Accountability

Module Three: Legal Grounds for Processing and Obtaining Consent
This module explains the six legal grounds that your company may have for processing people's personal information. The module also looks at how to obtain consent from a data subject - where this is applicable - and remain compliant with the GDPR.

• Collecting data
• Performance of a contract
• Legal compliance
• Vital interests and public interest
• Legitimate interests
• Obtaining consent
• Methods for obtaining consent
• Withdrawing consent
• Existing consent

Module Four: Data Subject Rights
This module explains what people's rights and freedoms are under data protection law and helps you to ensure that your processing activities are compliant. The module explains how to respond when a data subject requests that you rectify, restrict or remove their personal information.

• Data subject rights
• Access rights
• The right to be forgotten
• The right to restriction, rectification and objection
• Data portability
• Automated processing

Module Five: Data Protection Responsibilities
This module outlines the responsibilities of data controllers, data processors and data protection officers. The module explains your responsibilities in terms of data security, reporting security breaches and transferring data outside of the EEA.
Who has responsibility for data protection?

• Data controllers
• Data processors
• Data protection officers
• Data protection by design and default
• Data security
• Reporting breaches
• Transferring data
• Consequences of non-compliance

Aims of the Training

By the end of this course learners will:

• Understand the key terms used in data protection law.
• Understand their responsibilities under the GDPR and the Data Protection Act.
• Have knowledge of the principles of data protection that all organisations must adhere to.
• Understand the lawful grounds for processing personal information.
• Understand how to obtain consent from data subjects.
• Have an understanding of data subject rights, including access rights and the right to be forgotten.
• Recognise the responsibilities of data controllers, data processors and data protection officers.
• Understand how to ensure data security and report personal data breaches.
• Be familiar with the consequences of non-compliance.

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