

COURSE CONTENT OVERVIEW

Data Protection

	G	H	I	J	K	L
	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16
16				12,357	20,775	24,766
565	10,674	13,095	16,392	534	-	133
347	154	1,953	374	543	764	346
434	178	519	1,850	456	246	25,599
300	189	90	23	13,890	25,326	4,600
646	11,195	15,657	18,639	1,266	1,500	3,674
300	5,000	1,500	1,200	580	4,252	7,550
420	3,000	2,100	900	4,500	6,800	15,074
4,900	2,000	8,000	-	5,312	10,252	-
2,620	10,000	14,600	10,100	357	2,466	-
190	1,245	432	134	453	355	45,780
431	573	323	612	13,555	24,890	3,688
-	10,430	14,093	12,890	425	236	3,467
532	156	1,090	234	346	865	56,965
1,243	12	567	34	15,136	28,812	478
19,330	12,416	16,505	13,904	1,367	247	109
15,333	15,000	15,890	12,009	145	207	770
150	155	200	120	100	500	346
500	100	200	500	462	678	1,703
153	356	235	746	2,074	1,632	24,766
16,136	15,611	16,525	13,375	12,357	20,775	-
13,565	10,674	13,095	16,392	534	-	133
347	154	1,953	374	543	764	346
434	178	519	1,850	456	246	25,599
2,300	11,195	15,657	18,639	1,266	1,500	4,600
16,646	5,000	1,500	1,200	580	4,252	3,674
2,300	3,000	2,100	900	-	-	-
5,420						

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 and the EU and UK GDPR 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 EU and UK GDPR

This introductory module explains what is meant by data protection and shows how it relates to you and your workplace.

- What is data protection?
- Key definitions
- GDPR - What is it?
- 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 obligation
- Vital interests and public interest
- Legitimate interests
- Obtaining consent
- Methods for obtaining consent
- Withdrawing 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 EU and UK 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.