

ENGAGING, RELEVANT, COST EFFECTIVE TRAINING

Data Protection and the GDPR (Advanced)

£20 + VAT



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The 7 data protection principles

The GDPR requires anyone who handles personal data to comply with these seven principles which act as a set of rules for processing information about living people.

Following this is the key to complying with the GDPR.

Click on the principles to find more about what each means in practice.

► Click on each **PRINCIPLE** to find out more.

► You can click **NEXT** when you have reviewed them all.

- 1 Personal data shall be processed lawfully, fairly and in a transparent manner
- 2 Personal data shall be collected for specified, explicit and legitimate purposes
- 3 Personal data must be adequate to their intended use and kept to a minimum
- 4 Personal data must be accurate and up to date
- 5 Personal data should be kept for no longer than is necessary
- 6 Personal data shall be processed in a manner that ensures security of the personal data
- 7 The controller is responsible for, and can demonstrate, compliance with the other 6 principles



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Personal data covered by the GDPR

Sensitive Personal Data (Special Categories)

Some kinds of personal data are classed as **special categories** of data - commonly referred to as **sensitive personal data**.

Sensitive personal data includes information about personal preferences, opinions and background such as religion, trade union membership, political opinions and sexual preferences.

► Click **NEXT** to move on.

Sensitive Personal Data

- Trade Union Membership
- Religion
- Criminal Records
- Biometric and Genetic Data
- Sexual Preferences
- Political Opinions

- ✓ IIRSM approved training
- ✓ Certified by CPD
- ✓ Audio voiceover
- ✓ Downloadable certificate on completion
- ✓ 100% online training
- ✓ No time limits



Our Data Protection and the GDPR advanced online training is a comprehensive, step-by-step explanation of the purpose of the GDPR. It explains the duties and obligations it places upon organisations and individuals that handle personal information, and the steps that need to be taken to comply with the GDPR.

This course is suitable for individuals who handle personal data, including sensitive personal data, or have access to it.

The approximate duration of this training is 2 hours.

PURCHASING FOR YOUR ORGANISATION

If you are buying for your organisation rather than for yourself, it is simple for you to add learners, assign training and print certificates. You will have a dashboard to monitor learner progress.

Our training licences **don't expire** and are only assigned to a learner when they launch the training. Substantial discounts are available for bulk purchases.

Learners are able to download their certificate on successful completion of the online assessment.

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Data Protection and the GDPR (Advanced)

BACKGROUND TO THE GDPR

- How data protection regulations have evolved
- From when the GDPR applies
- The impact of new technologies on data use and storage
- The organisation that is responsible for policing data protection
- What is meant by the terms **data** and **personal data**
- Why it is necessary to protect personal data

TRANSFERS OF PERSONAL DATA

- Why the GDPR applies globally
- The aim of the restrictions on the transfer of data
- Examples of safeguards required before data can be transferred abroad

PERSONAL DATA COVERED BY THE GDPR

- The categories of personal data covered by the GDPR
- The difference between personal data and sensitive personal data
- When IP addresses, usernames and other online identifiers qualify as **personal data** under the GDPR

HOW PERSONAL DATA IS PROTECTED BY THE GDPR

- How the GDPR seeks to prevent personal data from falling into the wrong hands
- The ICO and its responsibility for enforcing the GDPR
- What information must be provided when registering with the ICO
- What is meant by the terms Data Controller, Data Processor and Data Subject

THE 7 DATA PROTECTION PRINCIPLES

- The purpose of the data protection principles
- The 7 data protection principles explained
- Examples where one or more of the principles apply

THE 8 RIGHTS OF DATA SUBJECTS

- The 8 data subject rights
- Examples where a data subject might exercise his/her rights
- What can happen if a data subject's rights are ignored

ACCOUNTABILITY AND COMPLIANCE

- The measures that can be put in place to demonstrate compliance with the GDPR
- Privacy by default and privacy by design
- The purpose and benefit of carrying out a Data Protection Impact Assessment (DPIA)
- When a DPIA is mandatory
- The role of a Data Protection Officer and when one must be appointed
- The basic requirements that must form part of a contract between Data Controllers and Processors

DATA BREACHES AND THE GDPR

- What is meant by a breach of personal data
- When a breach needs to be reported
- Who a breach must be reported to and when it must take place

EXEMPTIONS AND PARTIAL EXEMPTIONS FROM THE GDPR

- Explain what is meant by a derogation from the GDPR
- The categories of data that are exempt or partially exempt under the GDPR
- The probable exemptions and partial exemptions

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