

GDPR – Data protection in the workplace

In-House Course

Course Introduction

The General Data Protection Regulation & UK Data Protection Act 2018 came into force in May 2018. Organisations have had to review how they collect and process personal data and, in many cases amend their policies and procedures in line with the new law. One of the most effective ways of improving compliance with the new laws will be to train your staff, so they have an understanding of data protection law and how it applies to the work they do on a day to day basis.

Course Aim

This course is designed for non-technical staff who utilise technology on their day-to-day work and personal lives.

Course Outline

Course content

What is Cyber Security

- Cyber security fundamentals
- About cyber-attacks and criminals

Understanding the law

- Why do we have data protection laws, where can we find them and key terms to be aware of
- Overview of the data protection principles, individual rights and exemptions
- Sharing data outside of your organisation
- What happens if we get it wrong?
- Overview of your own internal policies and procedures

Applying the law in practice

- How personal data is used within your organisation
- Practical examples of personal data risks in the office and away from the office
- Individual rights – what to do if you receive a request
- How to reduce the risk of a breach
- How to identify a breach and what to do next

What will I learn

- Understand the key terms and principles of data protection law
- Understand in practical terms how the new laws apply to the work that they do
- Are aware of the individual rights under GDPR, can identify them and know what to do if they receive a subject access request
- Understand when they can share personal data outside of your organization
- Know how to spot a breach and understand the process they need to follow internally if they know or suspect that there has been a breach

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