



Introduction to Data Protection

New Course 2023



"Empowering Minds, Safeguarding Data: Unleash Your Potential with Data Protection People"

Course Summary

In today's digital age, the protection of personal data has become increasingly important. With the constant flow of information and the growing concerns surrounding privacy, it is crucial to understand the principles and regulations governing data protection. The Introduction to Data Protection training course aims to equip you with the knowledge and understanding necessary to navigate the complex landscape of data protection laws and safeguard personal information effectively.

Learning Objectives

Key Learning Objectives for this course are:

- Understand the fundamental principles and aims of data protection laws, particularly the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- Define key terms related to data protection, such as personal data, data subject, data controller, and data processor.
- Identify different forms of personal data and recognise how they can be collected in various contexts.
- Recognise and handle sensitive personal data with the appropriate level of care and additional safeguards.
- Comprehend the concept of data processing and the principles that govern lawful data processing activities.
- Familiarise yourself with the rights individuals have regarding their personal data and their implications for data controllers and processors.
- Recognise the potential risks and consequences of data breaches and human errors in data handling.
- Identify various types of data breaches and understand preventive measures to minimise the risk of a breach.
- Understand the reporting process for data breaches and the importance of timely and appropriate reporting.
- Consolidate knowledge and understanding by reviewing the key areas covered in the training course.

Upon completing this course, participants will gain a basic understanding of data protection laws, including the UK GDPR and Data Protection Act 2018. Participants will have an understanding of individuals' rights, prevent data breaches, and understand the shared responsibility for data protection. They will acquire an understanding of identifying and addressing data breaches and human errors. Additionally, participants will implement preventive measures, report breaches promptly, and consolidate their knowledge in data protection principles and practices. This course equips individuals with the necessary knowledge to navigate data protection regulations and safeguard personal information effectively



Course Details and Topics Covered

1. Data Protection Laws

In this section, we will delve into the key data protection laws, focusing primarily on the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We will explore the aims of these laws, their scope, and the obligations they impose on organisations and individuals. Understanding these regulations will enable you to assess and ensure compliance within your own professional or personal contexts.

2. Key Definitions

To grasp the essence of data protection, it is essential to familiarise yourself with key definitions. We will examine what constitutes personal data, who qualifies as a data subject, who holds the role of a data controller, and who operates as a data processor. This understanding will provide a solid foundation for interpreting the rights and responsibilities surrounding personal information and its processing.

3. How Personal Data can be collected

During this segment, we will explore the ways personal data can be collected in our day-to-day lives. By examining real-life examples, such as personal health records, financial details, wage slips, videos, and photographs, we will gain insights into the breadth and depth of personal data that organisations and individuals handle regularly.

4. Data Breaches and Human Errors

Data breaches and human errors can have significant repercussions for individuals and organisations. In this section, we will explore what constitutes a data breach and the potential consequences of such incidents. Additionally, we will delve into the role of human error in data breaches, highlighting the importance of awareness and best practices to minimise risks.

10. Sensitive Personal Data

Sensitive data warrants special consideration due to its increased vulnerability and potential impact on individuals' privacy. We will investigate the concept of sensitive data, identifying specific types and understanding the additional safeguards required to protect such information. This knowledge will enable you to handle sensitive data with care and comply with relevant legal requirements.

11. Exercise

Through an interactive exercise, you will have the opportunity to identify and differentiate sensitive data from other forms of personal information. This exercise will deepen your understanding of the unique challenges associated with protecting sensitive data, fostering a heightened sense of responsibility in its handling.

12. Data Processing

In this section, we will explore the concept of data processing, covering its definition, various methods, and the underlying principles that govern lawful data processing activities. Understanding the intricacies of data processing will empower you to make informed decisions regarding the collection, storage, and use of personal data.

13. Rights of Individuals

Every individual possesses certain rights concerning their personal data. We will explore these rights in detail, including the right to access, rectify, erase, and restrict the processing of personal data. By understanding these rights, you will be better equipped to address requests and ensure compliance with individuals' data protection preferences.



5. How Can a Data Breach Occur?

We will identify various types of data breaches, including cyberattacks, physical breaches, and accidental disclosures. Understanding the different avenues through which data breaches can occur will enable you to implement effective preventive measures and respond promptly should a breach arise.

6. Exercise

Through an interactive exercise, you will analyse a scenario and identify the potential data protection pitfalls within. By sharpening your critical thinking and attention to detail, this exercise will enhance your ability to identify and rectify potential vulnerabilities in data handling processes.

7. How Can You Prevent Data Breaches?

Preventing data breaches requires proactive measures and a comprehensive approach to data protection. We will discuss practical steps and best practices to minimise the risk of a data breach. By implementing these preventive measures, you can fortify your organisation's data security and protect individuals' personal information effectively.

8. Reporting a Data Breach - Process

When a data breach occurs, timely reporting is crucial. We will delve into the process of reporting a data breach, exploring the necessary steps and considerations involved. Understanding the reporting process will empower you to respond promptly and appropriately, mitigating the potential harm caused by a data breach.

9. What Have We Learned Today?

To conclude the training session, we will review the key areas covered throughout the course. This recap will reinforce your knowledge and understanding of data protection, ensuring that you leave with a comprehensive understanding of the subject matter.

14. Who is Responsible for Data Protection?

Data protection is a shared responsibility across organisations and individuals. We will discuss the various stakeholders involved and their respective responsibilities in safeguarding personal data. This understanding will foster a culture of accountability and ensure the effective implementation of data protection measures.

Who Should Attend?

This course caters to both newcomers to data management and those seeking an update or refresher. It is ideal for those handling personal data in roles such as HR, IT, marketing, legal, compliance, data management, and customer service. Additionally, business owners and managers can benefit from enhancing their data protection practices. Regardless of experience level, the course ensures compliance and privacy safeguards.

Delivery

Duration: 1 Hours

Delivery Method: Microsoft Teams / In-House*

***On-site – We will bring the course to your location and deliver it. A minimum of 12 participants is required for on-site delivery.**

Contact Us

To acquire additional information about this course, reserve your spot, or explore other courses provided by Data Protection People, please get in touch with us at:



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