

Duration 3 hours

Overview



This seminar will introduce you to all the fundamentals of Data Protection and Retention.

It is intended for a mixed audience from different companies so cannot look in detail at the policies of any one organisation.

Recommended for

Staff who need a general overview of the situation, perhaps before starting to set up their Policies and review their procedures.

Objectives

At the end of the training the delegate will be able to successfully:

- Identify at least 3 ways in which Data Protection legislation applies to themselves or their organisation
- Recognise the purpose of the legislation and state who it applies to
- Identify whether or not a piece of data could be defined as personal
- List at least 4 of the 8 Data Protection Principles
- List 2 general reasons for retaining data

using the documentation and support provided.