



Duration 1 day

Overview

This course provides an overview of individual responsibilities under Data Protection legislation.

We use a variety of teaching models including lecturer input, individual and group exercises to ensure that the delegate becomes involved and aware of the specific responsibilities in this area imposed by law on all individuals who handle personal data. This approach also encourages delegates to explore ways in which they can develop a variety of responsible behaviours.

Recommended for

Staff who handle personal data as part of their job.

Linked Programmes

Responsible Data Management – for managers.

Objectives

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

- Identify the need for data protection
 - List their responsibilities under data protection law
 - Recognise when and for what purposes data may be used
 - Apply appropriate company data protection policies and procedures in case studies
 - Identify what to do in the event of a data protection breach
- using the documentation and support provided.

Duration 1 day

Overview



This course provides an overview of a manager's responsibilities under Data Protection legislation.

We take an interactive approach, using a variety of teaching models including lecturer input, individual and group exercises to ensure that the delegate is aware of the specific responsibilities in this area imposed by law on all managers. This method will also encourage delegates to explore ways in which they can develop a variety of responsible behaviours in themselves and their workforce.

Recommended for

Owner/managers of small businesses and staff who are in a management or supervisory role in larger organisations.

Linked Programmes

Data Protection and you – for individuals processing data.

Objectives

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

- Identify the need for data protection rules
- List and apply the eight core data protection principles
- Recognise when and for what purposes data may be used
- Complete a checklist to ensure compliance with data protection legislation
- Provide guidance to staff and ensure systems are in place regarding correct storage and usage of data under data protection legislation

using the documentation and support provided.