











Overview

UK General Data Protection Regulation (UK GDPR), is tailored by the Data Protection Act 2018.

Organisations must have a valid reason for having personal data. This data should not be held for any longer than necessary. Both employers and their employees have new responsibilities to consider, helping to ensure compliance under GDPR.

This course is aimed at everyone who handles personal data as part of their day to day role. It will give you a greater understanding of the regulations, lawful basis for processing data, the principles of data protection, data subject rights and data security.

This course contains the following modules:

Module 1 - GDPR overview and key terms: legislation, what has changed, data protection jargon busted, personal data, special category data, children's data, and lawful processing of personal data.

Module 2 - GDPR data principles: data protection principles, lawful, fair and transparent processing, specified, explicit and legitimate purposes, identification and storage, accountability and liability.

Module 3 - Data subject rights: the right to be informed, the right of access, the right to rectification, the right to portability, the right to object, automated processing, amendments and erasure, subject access requests and disclosing personal data.

Module 4 - Data security: data security, controller duties, data breaches, the ICO, data security in the office, physical and removable data, fax machines, email, mail and telephone and data security outside the office.

