

Data Protection Training

Our sector specific training is designed to equip staff with the necessary knowledge to reduce the risk of non-compliance and potential data breaches. This is reinforced through active participation to keep participants engaged in what can sometimes be a dry topic.

Training Agenda

- What is data protection legislation and who does it apply to?
 - This covers both the UK GDPR and Data Protection Act 2018, the purpose of both and how they allow organisations to process personal data in a way that protects individuals.
- What is personal information and Special Category data
 - An understanding on personal and special category data, followed by a short quiz.
- Data Controllers and Processors
 - A brief explanation on what these terms mean, what is required when working with third parties followed by a series of basic scenarios that encourage staff to identify the data controller and processor.
- First data protection principle
 - The first principle covers what a legal basis and condition for processing special category data is, this specifically looks into Consent and Legitimate Interest and how the charity can use these appropriately.
 - Explanation on what a privacy notice is and then staff are given a short exercise to provide examples on what should be included in a privacy notice.
- **Break – 10 minutes**
- An overview of the following principles
 - Purpose limitation
 - Data minimisation
 - Accuracy
 - Storage Limitation (Retention)
- Security Principle
 - This is led by staff providing examples on how they can work in a secure way both remotely and from the office.
- Accountability principle
 - This is an opportunity to explain to staff that organisations are required to evidence their compliance with the principles by having documentation in place.
- Data Protection Impact Assessments (DPIA)
 - The value of these assessments, examples of where they should be completed and some tips on how to document a good DPIA.
- International Transfers
 - A summary on what this means and what to do when working with international organisations.
- Marketing

- An overview of the direct marketing requirements and cookies. Followed by a marketing and stewardship quiz.
- **Break – 10 minutes**
- Individual Rights
 - A look at each of the individual rights, focussing on Subject Access, Erasure and Objection.
- Personal data breaches
 - What a personal data breach is and a scenario asking staff what they would do in the event of a breach.
- The Information Commissioners Office (ICO)
 - A look at the role of the ICO as well as some action they have taken in recent years.
- The internal data protection structure at the charity and who staff should contact should they need support with data protection compliance.