

Data Protection (GDPR) Practitioner Certificate – 5 days

The training programme for Data Protection Officers, Data Protection Managers, Compliance Managers or anyone with a responsibility for Data Protection

The Data Protection (GDPR) Practitioner Certificate is an internationally recognised qualification, endorsed by TQUK, which is regulated by Ofqual, a UK Government department. It equips current and aspiring data protection officers and data protection managers with knowledge and skills to undertake data protection compliance activities throughout an organisation. It is a valuable course for anybody with data protection compliance responsibilities.

Attendees will:

- Understand the importance of data protection legislation and compliance in the EU
- Interpret key terminology of the GDPR and the Data Protection Act 2018 (DPA) in a practical context
- Understand the key obligations of the GDPR and DPA
- Create policies and procedures necessary for data protection compliance and accountability
- Carry out a data protection audit and gap analysis
- Develop an action plan to address a data protection gap analysis
- Respond appropriately to data protection issues arising within the organisation
- Carry out the duties of a data protection officer

The course will take place over four and a half days with an exam in the afternoon of the 5th day. It will comprise of lectures, discussion and practical exercises. The exam will comprise of Multiple Choice Questions. The course content has been assessed as QCF Level 5 (equivalent to Scottish Credit and Qualifications Framework 8, so the level of learning is approximately HND level) and is endorsed by TQUK Ltd. TQUK is regulated by the Office of Qualifications and Examinations Regulation (OFQUAL).



EDINBURGH	10 to 14 December 2018	BELFAST	08 to 12 April 2019
GLASGOW	21 to 25 January 2019	GLASGOW	13 to 17 May 2019
LONDON	18 to 22 February 2019	NEWCASTLE	24 to 28 June 2019
NEWCASTLE	04 to 08 March 2019	EDINBURGH	09 to 13 September 2019
EDINBURGH	11 to 15 March 2019	LONDON	07 to 11 October 2019

The Data Protection (GDPR) Practitioner Certificate is **the** qualification for people who:

- Are already undertaking the role of Data Protection Officer
- Expect to be filling the post of Data Protection Officer in their current employment
- Are looking for employment as a Data Protection Officer
- Have, or expect to have, data protection responsibilities in their organisation
- wish to be able to demonstrate verifiable practical skills and learning in this area.

It is suitable for those working in: the **public** sector, the **private** sector and the **third** sector. In either case, it will teach delegates essential **GDPR** skills and in-depth knowledge.

Course Fee – FROM ONLY £1,660.00 + VAT*

(*subject to regional variation)

Courses will be held at various city centre locations across Scotland and England. Please contact us at courses@computerlaw.org.uk or www.computerlaw.org.uk/book-or-buy/ **01506 324468**

Computer Law Training Ltd is a limited company registered in Scotland: registered number **373423**
 Operating address: Suite 22, Delta House, Carmondean Centre South, Livingston, West Lothian, EH54 8PT, UK
T: 01506 324468 E: info@computerlaw.org.uk
 Copyright © Computer Law Training Ltd, 2018
 Registered office: 8 Middlewood Park, Livingston, EH54 8AZ, UK

Why this course is different

- Examines all aspects of the GDPR in detail;
- Takes a realistic and pragmatic approach to the GDPR and compliance;
- Explains how the GDPR is modified by the Data Protection Act 2018;
- Deals with Direct Marketing issues;
- Includes guidance from the European Data Protection Board (EDPB) and the ICO;
- Considers the impact of recent court decisions on data protection compliance;
- Teaches essential DPO skills: Data Protection Impact Assessments and Data Protection Audits;
- Comprehensive learning materials designed to help delegates during the course and in their job;
- Modern and practical assessment methods;
- 4 and a half days of interactive training with an experienced, 'friendly' GDPR/DPA specialist;

Both this course and our Data Protection (**GDPR**) Foundation Certificate can also be delivered in-house at any location. Please contact us for details. For many organisations, it may be appropriate for one or two delegates to attend the Practitioner Certificate, with a follow-up in-house session for other members of the senior management team.

- Course tutor: Tim Musson
- Groups limited to 12 delegates
- GDPR / DPA Handbook and Certificate*
- Hard copies of relevant legislation and guidance
- Lunch and refreshments are included



(* Certificate fee included within overall course fee structure, subject to successfully passing examination at the end of the course)

**About Us**

We are a small company that has been providing data protection related services since 2010. In this time we have established a sound reputation in Central Scotland and beyond, for a sensible and practical approach to data protection. We work with clients of all sizes, from sole traders to international corporations and in all sectors, including legal, financial, local government, charity, manufacturing, logistics, housing and healthcare.

We are always happy to discuss requirements with clients and to tailor our offering to their needs.

We are Tim Musson and David Mills ... Google us!

Course Fee – FROM ONLY £1,660.00 + VAT*

(*subject to regional variation)

(* Certificate fee included within overall course fee structure, subject to successfully passing examination at the end of the course)

www.computerlaw.org.uk/book-or-buy/

01506 324468

Computer Law Training Ltd is a limited company registered in Scotland: registered number **373423**
 Operating address: Suite 22, Delta House, Carmondean Centre South, Livingston, West Lothian, EH54 8PT, UK
T: 01506 324468 E: info@computerlaw.org.uk
 Copyright © Computer Law Training Ltd, 2018
 Registered office: 8 Middlewood Park, Livingston, EH54 8AZ, UK

DAY 1

Data Protection – history and background;

- Scope (material and territorial)
- Data Protection Principles
- Data Subject Rights
- Information Security
- Data Protection by design & default
- Data Protection Officers

What is personal data

GDPR Overview;

- Essential Definitions
- Accountability
- Data Processors
- Breach Reporting / Recording
- Data Protection Impact Assessments
- Restricted (International) Transfers

Purposes & Legal Bases

DAY 2

Consent

Special Categories of Personal Data

Data Subject Rights;

- Availability
- Management Issues
- Responding

Transparency Requirements

Data Processors and Controllers;

- Processors and Contracts
- Joint Controllers and Agreements

Information Security Obligations

Breach Reporting and Recording

DAY 3

Restricted Transfers

Data Protection and Direct Marketing;

- P.E.C.R.
- G.D.P.R.

Data Protection Officers;

- Who needs one?
- Who can do it?
- What do they do?

The Personal Data Audit & Record of Processing

The “Accountability Portfolio”

Data Protection by Design & Default;

- Data Protection Impact Assessments

Other Issues;

- Codes of Conduct
- Certification
- Staff Training
- Practical Considerations

The Data Protection Act 2018 (Part 1);

- Structure
- Clarifications

DAY 4

Data Protection Act 2018 (part 2);

- Exemptions

Risk Frameworks;

Data Protection Governance

Data Protection Audit

Gap Analysis

Action Plan

Implementation

DAY 5

The ICO and Enforcement

Brexit

The European Data Protection Board (EDPB)

Questions

FINAL EXAMINATION