



# Computer Law Training Ltd

Training and consultancy in data protection and GDPR

## Data Protection (GDPR) Foundation Certificate – 1 day

The Data Protection (GDPR) Foundation Certificate is the course for people who need a formal qualification to demonstrate a clear, concise and generic understanding of the new General Data Protection Regulation and Data Protection Act, in support of their practical knowledge. It is suitable for the public, private and third sectors and will teach delegates essential GDPR skills and sufficient knowledge to assist their organisation toward their data protection implementation and GDPR accountability requirement.

Attendees will:

- Be aware of the importance of data protection legislation and the GDPR
- Understand the key obligations of the GDPR and DPA
- Understand the rationale behind a data protection audit and gap analysis
- Assist with policies and procedures required for data protection compliance and accountability

The course will take place over 1 full day with a brief exam at the end of the day. It will comprise of lectures, discussion and practical exercises. The exam will comprise of MCQ / SAQ. The course content has been assessed as QCF Level Equivalent = 3 and endorsed by TQUK Ltd.

TQUK is regulated by the Office of Qualifications and Examinations Regulation (OFQUAL).

### WHY THIS COURSE IS DIFFERENT

- Examines key basics of GDPR in detail;
- Teaches essential skills including: Data Audit, Legal Bases for Processing and Data Subject Rights;
- Comprehensive learning materials designed to help delegates during the course and in their job;
- Course delivered in a friendly and 'un-stuffy' way, with a modern and practical assessment method;
- Certificate gives evidence of successful completion of 1 day's training – not just an attendance certificate!

### COURSE FEE – FROM ONLY £290.00 + VAT\*

*\* subject to regional variation*

- 1 day of interactive training with a GDPR / DPA 'friendly' specialist
- GDPR Handbook and Certificate\*
- Hard copies of relevant legislation and guidance
- Delivered by: Tim Musson or David Mills
- Lunch and refreshments

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

### FURTHER INFORMATION AND BOOK

[www.computerlaw.org.uk/book-or-buy/01506324468](http://www.computerlaw.org.uk/book-or-buy/01506324468)

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

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## MORNING SESSION

09.30 - Registration and Housekeeping

09.45 - Introduction to the GDPR / DPA

10.00 - Background to the GDPR / DPA

10.15 - Definitions and Basic Principles

11.05 - **COFFEE / TEA**

11.20 - Transparency and Consent

11.40 - Data Subject Rights

12.10 - Security Issues and Breach Reporting

12.30 - International Transfers and 'The Cloud'

12.45 - **LUNCH**

## AFTERNOON SESSION

13.30 - Data Sharing – Controllers & Processors

13.50 - Accountability / Documentation

14.10 - Data Protection Audit

14.25 - Data Protection Impact Assessments

14.40 - Data Protection Officer

15.00 - **COFFEE / TEA**

15.15 - Privacy Notices

15.30 - Processes and Procedures

15.45 - Data Processing Agreements

16.00 - **QUESTIONS**

## Also available:

### GDPR PRACTITIONER CERTIFICATE

A 5 Day course that issues the certificate for people already undertaking the role of Data Protection Officer or likely to fulfil the role under the new General Data Protection Regulation and who wish to demonstrate formal learning in support of their practical knowledge. It will be suitable for the public, private and third sectors and will teach delegates essential GDPR and DPA skills and practical knowledge. This course involves an exam in order to be awarded the relevant certificate.

### GDPR DOCUMENT TEMPLATES

We offer a variety of GDPR document templates that are 95% ready to go. Simply edit the header, footer, add your company logo, amend a few key details (contact details for example) and you will have a suite of documents that can greatly contribute to your accountability portfolio.

Examples:

- General Data Protection Policy
- Privacy Notice
- Subject Access Request Policy
- Legitimate Interest Assessment
- Retention Policy & Schedule
- Data Protection Impact Assessment

### GDPR PREPARATION WORKSHOPS FOR SMALL BUSINESSES

We are running a series of one day workshops designed to support small businesses, organisations and charities in their preparations and support of GDPR. The workshop is for attendees with basic knowledge of the GDPR and the impact the regulation will have on their organisation. The intended outcome of the workshop is for the attendee to have a clearer understanding of the tools, templates and knowledge to better navigate their pathway toward compliance.

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