



Computer Law Training Ltd

Training and consultancy in data protection and GDPR

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).

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
www.computerlaw.org.uk/book-or-buy/
01506 324468

Computer Law Training Ltd is a limited company registered in Scotland: registered number 373423

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Registered office: 8 Middlewood Park, Livingston, EH54 8AZ, UK



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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**
- **FINAL EXAMINATION**
- **The European Data Protection Board (EDPB)**
- **Questions**

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