



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

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 General Data Protection Regulation and the Data Protection Act 2018, 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 organisations 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 2018
- 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 consist of MCQ/SAQ. The course content has been assessed at QCF Level Equivalent 3 and is endorsed by TQUK Ltd.

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

### WHY THIS COURSE IS DIFFERENT

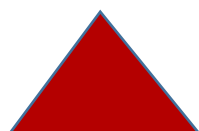
- Examines key basics of GDPR in detail;
- Teaches essential skills, including: Data Audit, Legal Bases for Processing and Data Subject Rights;
- Comprehensive learning materials designed to help delegates during the course and in their job;
- Course delivered in a friendly and 'un-stuffy' way, with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

### COURSE FEE – ONLY £340 + VAT

- 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

### FURTHER INFORMATION AND BOOK

[computerlaw.org.uk/london-courses](http://computerlaw.org.uk/london-courses)  
[info@computerlaw.org.uk](mailto:info@computerlaw.org.uk)  
01506 324468





## 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’

## AFTERNOON SESSION

- 13.30 – Data Sharing – Controllers and 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 and Exam

## Also available:

### GDPR PRACTITIONER CERTIFICATE

A 5 day course that issues a certificate for people with a major data protection responsibility, such as Data Protection Officer, under the General Data Protection Regulation, and who wish to demonstrate formal learning in support of their practical knowledge. It is suitable for the public, private and third sectors and will teach delegates essential GDPR and DPA skills and practical knowledge. This course includes 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 details (e.g. contact details, retention period) and you will have a suite of documents to form the basis of your accountability portfolio.

Examples:

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

See: <https://computerlaw.org.uk/book-or-buy/>

### OTHER SERVICES INCLUDE

Data Protection Advice/Support:

- SARs
- Direct Marketing
- Data Sharing
- etc

Data Protection Audits

See: <https://computerlaw.org.uk/data-protection-consultancy/>

