

## 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 UK
- Interpret key terminology of the UK GDPR and the Data Protection Act 2018 (DPA) in a practical context
- Understand the key obligations of the UK 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 an organisation
- Carry out the duties of a data protection officer

The course will take place over 5 days with an exam to be organised separately. 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).

See page 2 for detailed course content.

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 all cases, it will teach delegates essential **GDPR** skills and in-depth knowledge.

Course delivery is by Zoom, lasting 5 days over 3 consecutive weeks.

**Course Fee – now reduced to £1200.00+VAT, with discounts available for multiple bookings.**

Please contact us at:

[courses@computerlaw.org.uk](mailto:courses@computerlaw.org.uk), visit our website at [computerlaw.org.uk/available-courses](http://computerlaw.org.uk/available-courses) or phone: **07730937357**

**Computer Law Training** is a specialist provider of training and consultancy services in data protection, based in Central Scotland.

Course tutor: Tim Musson

**Day 1:**

<p><b>Data Protection – history and background</b></p> <ul style="list-style-type: none"> <li>• Brief historical development</li> <li>• Importance of data protection</li> </ul> <p><b>UK GDPR Overview</b></p> <ul style="list-style-type: none"> <li>• Scope (material and territorial)</li> <li>• Essential Definitions</li> <li>• Data Protection Principles</li> <li>• Transparency</li> <li>• Data Subject Rights</li> <li>• Information Security Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Breach Reporting / Recording</li> <li>• Data Protection by design &amp; default</li> <li>• Data Protection Impact Assessments</li> <li>• Data Processors</li> <li>• Restricted (International) Transfers</li> <li>• Relationship with EU GDPR</li> </ul> <p><b>What is Personal Data?</b></p> <ul style="list-style-type: none"> <li>• ICO Guidance</li> <li>• Durant</li> </ul>
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**Day 2:**

<p><b>Purposes of Processing &amp; Legal Bases</b></p> <ul style="list-style-type: none"> <li>• Specified, Explicit, Legitimate Purposes</li> <li>• Lawfulness Requirement and 6 Legal Bases</li> <li>• Deciding on a Legal Basis</li> </ul> <p><b>Consent in Detail</b></p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Operation of Consent</li> <li>• Problems with consent</li> </ul>	<p><b>Special Categories of Personal Data</b></p> <ul style="list-style-type: none"> <li>• What are Special Categories?</li> <li>• Why they are important</li> <li>• Conditions for Processing</li> </ul> <p><b>Transparency Requirements</b></p> <ul style="list-style-type: none"> <li>• Information Required and Modality</li> <li>• ‘Layered’ Approach</li> <li>• Exemptions</li> </ul>
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**Day 3:**

<p><b>Data Subject Rights</b></p> <ul style="list-style-type: none"> <li>• Availability</li> <li>• Management Issues</li> <li>• Requirements and Procedures</li> </ul> <p><b>Data Sharing, Processors and Controllers</b></p> <ul style="list-style-type: none"> <li>• Processors and Contracts</li> <li>• Joint Controllers and Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• One-off Sharing</li> <li>• Legal Basis</li> </ul> <p><b>Information Security Obligations</b></p> <ul style="list-style-type: none"> <li>• Risk analysis</li> <li>• ‘Appropriate’ Security</li> <li>• Some Common Security Risks</li> <li>• Breach Reporting and Recording obligations</li> </ul>
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**Day 4:**

<p><b>Restricted (International) Transfers</b></p> <ul style="list-style-type: none"> <li>• Adequacy and the EU</li> <li>• Transfers with Appropriate Safeguards: SCCs</li> <li>• Binding Corporate Rules</li> <li>• Derogations for Specific Situations</li> <li>• Schrems Judgement and its Implications</li> </ul> <p><b>Data Protection by Design &amp; by Default</b></p> <ul style="list-style-type: none"> <li>• Data Protection Impact Assessments (DPIAs)</li> </ul>	<ul style="list-style-type: none"> <li>• Criteria and procedure for carrying out a DPIA</li> </ul> <p><b>The Data Protection Act 2018</b></p> <ul style="list-style-type: none"> <li>• Relationship with the UK GDPR</li> <li>• Main Points</li> <li>• Exemptions</li> <li>• Offences</li> </ul> <p><b>The Accountability Principle</b></p> <ul style="list-style-type: none"> <li>• The “Accountability Portfolio”</li> </ul>
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**Day 5:**

<p><b>Other Issues;</b></p> <ul style="list-style-type: none"> <li>• Children’s Data</li> <li>• Some Issues Around Artificial Intelligence</li> <li>• Codes of Conduct and Certification</li> <li>• Staff Training</li> </ul> <p><b>Data Protection and Direct Marketing</b></p> <ul style="list-style-type: none"> <li>• PECR.</li> <li>• UK GDPR</li> <li>• ICO Guidance</li> </ul> <p><b>Data Protection Governance</b></p> <ul style="list-style-type: none"> <li>• Data Protection Officers (DPOs)</li> </ul>	<ul style="list-style-type: none"> <li>• Who needs a DPO?</li> <li>• Who can be a DPO?</li> <li>• What does a DPO do?</li> <li>• Responsibilities</li> <li>• The Personal Data Audit &amp; Record of Processing</li> <li>• Data Protection Audit and Gap Analysis</li> </ul> <p><b>Regulator</b></p> <ul style="list-style-type: none"> <li>• The ICO and its Role</li> <li>• Registration</li> <li>• Enforcement</li> <li>• The European Data Protection Board (EDPB)</li> </ul>
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