



# Data Protection Officer Certificate

## The Practical Course

### 3 Days Onsite

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The GDPR will be in full force and effect from 25 May 2018. It applies to every organisation which process personal data. Take the small steps now and become update to date with GDPR.

This course will enable you to have an overview of the relevant provisions of the GDPR and how they work in practice. You will also be equipped with an understanding of how to start the process of compliance and avoid the fines!

#### Course Contents

- GDPR: An Overview
- Material Scope & Territorial Scope
- Meaning of Personal Data
- Controller v Processor & Processing
- The Data Processing Principles: Lawfulness & Consent
- Special Categories of Data
- Rights of Data Subjects in Practice
- Controllers & Processors
- Securing Personal Data
- Data Protection by Design & Default
- Data Protection Impact Assessment

- The Role of the DPO
- Transferring Personal Data Outside the EU
- Supervisory Authorities
- Roles of the European Data Protection Board & Working Party
- Other Legislation which ties in with GDPR:  
PECR, Human Rights Act, Lawful Business Regulation  
and Employment Practice Code







## Learning Outcomes

Delegates will have an understanding of the following:

- ◆ The purpose behind the GDPR
- ◆ The meaning of Personal Data & Sensitive Data: GDPR Wider Definition
- ◆ Be able to distinguish between Controller v Processor: Its application in practice
- ◆ Understand Material & Territorial Scope
- ◆ Understand the key principles under the GDPR & how they apply in practice & the issue of Consent
- ◆ Become aware of the rights of data subjects, including new rights
- ◆ What types of assessments the ICO recommends
- ◆ Gain an understanding of Data Protection Impact Assessment and when it applies in practice
- ◆ Understand the need to secure personal data: maintaining security measures adequate to risks
- ◆ Identify the different types of breach and reporting requirements
- ◆ Understand the highest fines & steps to mitigation
- ◆ The role of the Data Protection Officer and when it is required in an organisation
- ◆ The role the Supervisory Authority & European Data Protection Board

## Practicalities

Delegates will have an understanding of the following:

1. How to compile an Information Audit
2. How to create a Gap Analysis
3. How to start a xxx

