

The Databasix Training Programme for Data Protection Officers / Leads

The six modules, at a glance

1. Course syllabus; The Role and Duties of a DPO

- a) The circumstances in which a DPO needs to be appointed
- b) The knowledge, qualifications and qualities need to fulfil DPO tasks
- c) The duties of a DPO
- d) The tasks/duties that could result in a conflict of interest
- e) The relationship between the DPO and senior management/board of directors
- f) Raising the profile of data protection with employees
- g) Communicating with data protection regulators
- h) When a data protection impact assessment is requirement
- i) The requirement for the DPO to be 'independent'
- j) Why it is important for the DPO to be approachable
- k) The organisation's responsibility to support the DPO by providing necessary resources
- l) The organisation's obligations to involve the DPO in key decisions

2. Course syllabus; Managing Personal Data Breaches

- a) The definition of a personal data breach
- b) The processes for incident response
- c) How to assess the risks to Data Subjects
- d) Communication messages to Data Subjects and other relevant stakeholders
- e) What steps to take when notifying the supervisory authority (i.e. UK's ICO)
- f) Record keeping requirements for personal data breaches
- g) Evaluating the appropriateness of the technical and organisational controls in place to prevent personal data breaches
- h) Data Controller and Data Processor responsibilities in the case of a breach
- i) Consequences for failing to notify a supervisory authority of a personal data breach
- j) Implication for the right to compensation

3. Course syllabus; Handling Subject Access Requests

- a) Defining the 'Right of Access' under GDPR
- b) Discussing the importance of the 'fair, lawful and transparent' principle under GDPR
- c) How to determine whether a DSAR is valid or not
- d) How to liaise with an individual when seeking to clarify the DSAR
- e) How and when to verify the identification of the Data Subject
- f) What are the timescales for responding to a DSAR, and when is it possible to extend the response period
- g) How to deal with third-party information
- h) What exemptions can be applied and when is it appropriate to apply them
- i) What to consider when redacting personal data
- j) How to respond to the Data Subject, and what should be included
- k) How to deal with unfounded and excessive requests

4. Course syllabus; Data Protection Impact Assessment (DPIA) Training

- a) What is a DPIA
- b) When is a processing activity likely to result in a high risk to individuals' rights and freedoms
- c) When should a DPIA be carried out
- d) What should a DPIA contain
- e) The stages of a DPIA, including the initial assessment
- f) Roles and responsibilities associated with the completion of a DPIA
- g) How a DPIA fits with the project lifecycle

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5. Course syllabus; GDPR Training: Storage Limitation, Retention Schedules and Disposal

- a) The risks of keeping data for too short a period versus too long
- b) The importance of data mapping to inform your data retention policy & schedule
- c) Understanding your legal obligations to retain personal data
- d) Understanding 'what is necessary' for the organisation to keep when there is no statutory retention period
- e) What should be included in a data retention policy
- f) How to create a retention schedule, including the importance of stakeholder engagement
- g) Obligations for Data Controllers, Processors and sub-Processors, including contractual instructions
- h) How to manage data destruction
- i) Winning hearts and minds: implementing your retention policy & schedule

And, either

6.1. Course syllabus; GDPR 'refresher' training

- a) Processing personal data for a specific purpose(s)
- b) Processing only personal data that enables you to make decisions
- c) Processing personal data for only as long as is necessary
- d) Ensuring that you are being fair, lawful and transparent with the personal data you are processing
- e) What needs to be considered when the person whose data you want to collect needs to give their consent
- f) Understanding and respecting the rights of the person whose data you are collecting
- g) What operational and technical security measures need to be considered when processing personal data
- h) Storing data securely
- i) How and when to report a personal data breach

Or,

6.2. Course syllabus; Data Protection Training: GDPR for Beginners

- a) An overview of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- b) Explanation of personal data and special/sensitive categories of personal data
- c) Explanation of the difference between a Data Controller and Data Processor
- d) Accountability, governance and controls
- e) Introduction to the principles of the GDPR, including relevant examples
- f) Overview of individual rights including relevant examples
- g) Recognising and reporting Data Subject Access Requests
- h) Explanation of a personal data breach and the process of reporting breaches