

DPO Foundation Training

Getting you ready for your new compliance role

22 May – London

6 June – Birmingham

19 June - Manchester

| | |
|---------------|--|
| 09.00 - 09.30 | <i>Registration</i> |
| 09.30 - 09.40 | Introduction and scene setting |
| 09.40 - 10.30 | The role of the DPO A detailed review of the role, what the GDPR Articles require of DPOs and clarity on how to discharge the duty in your school |
| 10.30 - 11.15 | Understand the law The key data protection laws: how to interpret them and comply with them |
| 11.15 - 11.25 | Questions |
| 11.25 - 11.45 | <i>Break</i> |
| 11.45 - 12.30 | The five lawful bases for processing data in schools Understand which basis to rely on and ensure consent is fairly, lawfully and transparently obtained |
| 12.30 - 13.15 | Ensuring and monitoring compliance Practical steps to take to discharge your duty and ensure you can evidence compliance |
| 13.15 - 14.00 | <i>Lunch</i> |
| 14.00 - 14.30 | Updating and training staff Discharge your duty to keep yourself and your staff trained and updated and learn how best to measure and evidence outcomes |
| 14.30 - 15.15 | Individual rights Understand the rights individuals have, strategies to handle subject access requests and learn how to deal with requests for erasure and for inaccuracies to be corrected |
| 15.15 - 16.00 | Effectively manage a data breach How to ensure breaches are known, managed and remedied immediately. Understand when to advise the ICO of breaches and report the right information quickly to reduce any potential ICO fine |
| 16.00 - 16.40 | Change your school's culture Work with your staff to understand areas of risk, working practices that need to be modified and influence change successfully to ensure GDPR compliance |
| 16.40 - 16.50 | Final questions and close |