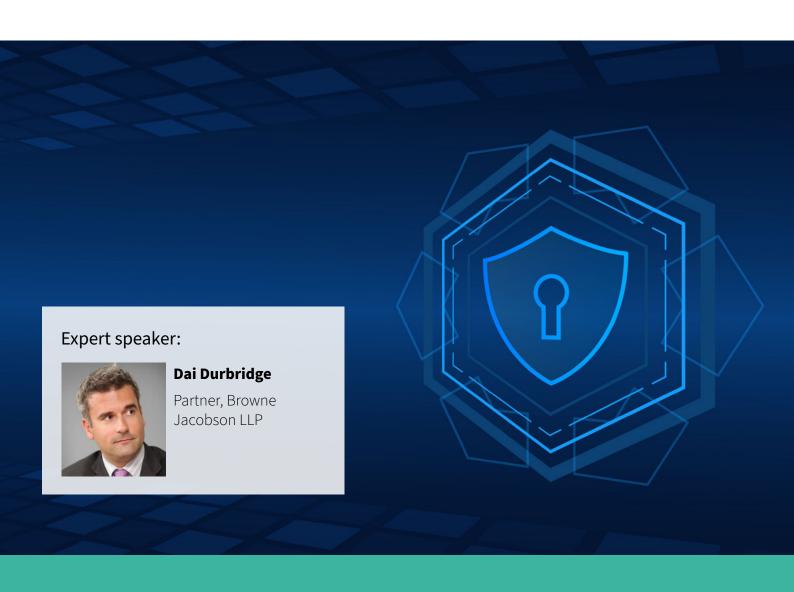




# **Data Protection Officers Continuous Development Programme**

Keep up to date, compliant and have your questions answered throughout the academic year



### **INTERACTIVE AND ENGAGING**

Build a network of support and have your questions discussed

### **DATA PROTECTION BEST PRACTICE**

Improve your understanding of complex issues and drive a strong compliance culture

### **BESPOKE RESOURCE PLATFORM**

Benefit from recordings, resources and shared policies and templates



## **Foundation Level DPO Continuous Development Programme Agenda**

#### **Session 1**

Understanding your DPO role

- Understanding the role of the DPO
- 10 top tips from the first four years of GDPR
- Managing hurdles and blockers

#### **Session 7**

One-hour free form Q&A

#### **Session 2**

Legal foundation stones – part one

- The data protection principles and why they matter
- The six lawful bases for processing data

## **Session 3**

Legal foundation stones – part two

- The rights of the data subject
- The role of the ICO
- Your external support

#### **Session 4**

One-hour free form Q&A

**Session 8** 

When and how to use consent in your setting

- Relying on other lawful bases instead
- Correct forms and clear procedure
- · From whom to obtain consent

#### **Session 9**

Changing culture to succeed in your role

- Influencing a culture change
- Nurturing your internal allies
- Appointing a data protection board lead
- Developing your own networks

#### **Session 10**

One-hour free form Q&A

#### **Session 5**

The two big issues

- SARs managing subject access requests and reducing the personal data you hold
- Data breach containing, reporting and managing data breaches iny our setting
- Learning from breaches and near misses

#### **Session 11**

Learning into practice – case study session

- What would you do…?
- Course wrap up and planning next steps

#### **Session 6**

How to evidence compliance

- Policies, procedures, notices, consents and other core documentation
- Effective and measurable staff training
- · Evidencing practice on the ground

## **Intermediate Level DPO Continuous Development Programme Agenda**

#### **Session 1**

- The lawful bases for processing data
- Obtaining, recording and using consent
- · Managing biometric data

#### **Session 7**

- Effective staff training and updating discharging your duty and evidencing
- The ongoing culture challenge
- The carrot, the stick, and using your disciplinary policy

#### **Session 2**

- Best practice for physical audits
- Reporting to your board actions, outcomes and expectations

#### **Session 8**

• One-hour free form Q&A

#### Session 3

• One-hour wrap-up session to revisit the topics • Data Protection Impact Assessments – the covered and discuss your burning issues

#### **Session 9**

- when, the how and why
- Sharing data safely
- Managing police disclosure requests

#### **Session 4**

 Understanding and responding to subject access requests in your setting

#### **Session 10**

One-hour free form Q&A

#### **Session 5**

- Retention and destruction of personal data procedure, process and safe destruction
- Email storage and destruction
- Data minimisation

#### **Session 11**

 Managing complex data breaches, including reporting, remedying, and learning/improving

#### **Session 6**

One-hour free form Q&A

#### **Session 12**

One-hour free form Q&A and course close

## Advanced Level DPO Continuous Development Programme Agenda

#### **Session 1**

- The Children's Code: ensuring compliance
- Learning from education breaches: actions to take to avoid the most frequent and dangerous breaches

#### **Session 7**

Data breach practical: part one deep dive - real life case study

- Personal and special category data for 100+ individuals
- Assessing, understanding and containing the breach
- Managing affected individuals

#### **Session 2**

SARs practical deep dive: reviewing a document bundle to determine:

- · Which documentation to include
- The personal data to redact
- · Managing conflicting third part rights

#### **Session 8**

Data breach practical: part two deep dive - real life case study

- Getting communications right
- · Managing press interest
- · Reporting in stages to the ICO
- Considering and addressing the risk of compensation claims

#### **Session 3**

One-hour free form Q&A

#### **Session 9**

One-hour free form Q&A

#### **Session 4**

**DPIAs masterclass** 

- When to carry one out and who to involve
- Work through a case study to complete a strong
- · Take away what a good one looks like

#### **Session 10**

Outstanding GDPR governance masterclass

- Excellence in GDPR governance
- GDPR/H&S/Safeguarding the compliance trinity
- Reviewing key policies to support GDPR compliance

#### **Session 5**

Data and cyber security

- Tools, tricks and methods for strong data security
- Eradicating human error and negligence
- Protecting your setting from the growing risk of cyber attacks

#### **Session 11**

- Data champions: building and leading your team
- Identifying and plugging knowledge gaps

#### **Session 6**

One-hour free form Q&A

#### **Session 12**

One-hour free form Q&A and course close

## **BOOK TODAY**



'Excellent course - much better than any other GDPR/DPO course I have done before'

PREVIOUS DELEGATE

'Extremely useful, well delivered and a great environment. Shared folder of documents has been very helpful'

PREVIOUS DELEGATE

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