



Data Protection Officers Continuous Development Programme

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

Expert speaker:



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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



Intermediate Level DPO Continuous Development Programme Agenda

27 September (10:00 - 12:00)

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

18 January (10:00 - 12:00)

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

4 October (10:00 - 12:00)

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

10 February (10:00 - 11:00)

- One-hour free form Q&A

7 October (10:00 - 12:00)

- Understanding and responding to subject access requests in your setting

10 March (10:00 - 12:00)

- Data Protection Impact Assessments - the when, the how and why
- Sharing data safely
- Managing police disclosure requests

11 October (10:00 - 11:00)

- One-hour session to revisit the topics covered and discuss your burning issues

26 April (10:00 - 12:00)

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

4 November (10:00 - 12:00)

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

5 May (10:00 - 11:00)

- One-hour free form Q&A and course close

2 December (10:00 - 11:00)

- One-hour free form Q&A

Advanced Level DPO Continuous Development Programme Agenda

Session 1 (2 hours)

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

Session 2 (2 hours)

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 3 (1 hour)

- One-hour free form Q&A

Session 4 (2 hours)

DPIAs masterclass

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

Session 5 (2 hours)

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 6 (1 hour)

- One-hour free form Q&A

Session 7 (2 hours)

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 8 (2 hours)

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 9 (1 hour)

- One-hour free form Q&A

Session 10 (2 hours)

Outstanding GDPR governance masterclass

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

Session 11 (2 hours)

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

Session 12 (1 hour)

- 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’

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