



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



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 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 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 in our setting
- Learning from breaches and near misses

Session 6

How to evidence compliance

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

Session 7

- 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 11

Learning into practice – case study session

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

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 covered and discuss your burning issues

Session 9

- Data Protection Impact Assessments – the 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 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 3

- 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 DPIA
- Take away what a good one looks like

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 6

- One-hour free form Q&A

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 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 9

- One-hour free form Q&A

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 11

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

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’

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

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