

Data Protection Essentials

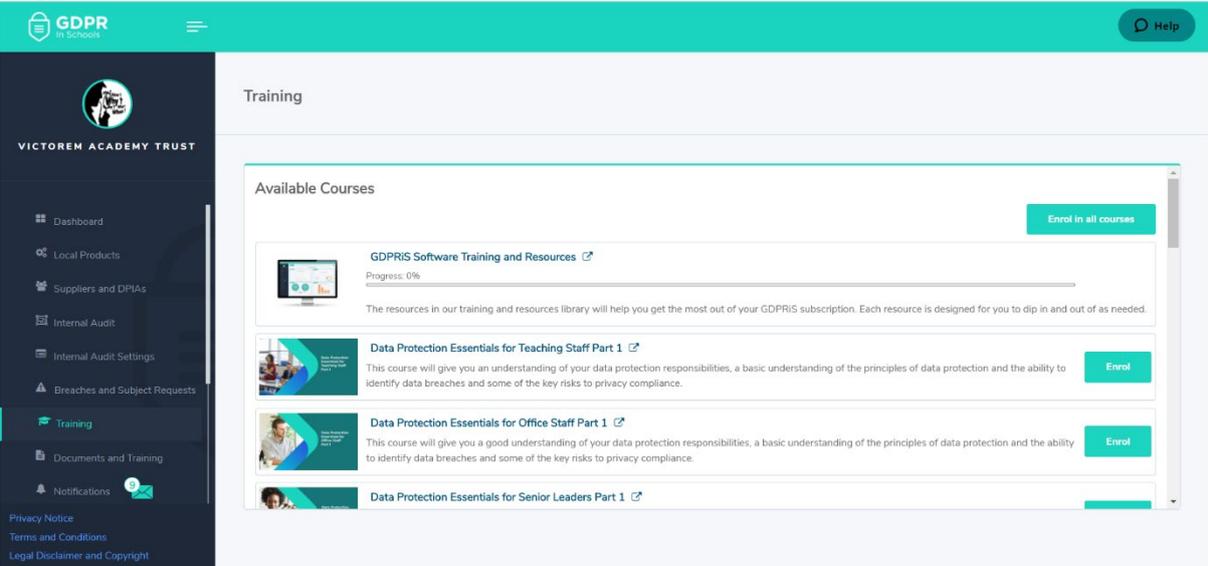
Role-based training

Our Data Protection Essentials training is designed to cover everything your staff will need to ensure they are aware of their responsibilities and help them quickly identify potential breaches of personal data. The training is available with a DPOiS or GDPRiS Pro subscription, if you do not subscribe to either of these services and would like to find out more please contact us support@gdpr.school.

The training is school-specific and role-based, and there are two parts to each course. Whilst most data protection advice is common across all roles, there are some areas which are quite specific.

Below are the roles covered:

1. In the classroom
2. School administrator
3. School catering staff
4. Technicians
5. Member of SLT
6. Member of staff that visits our school
7. Member of the school premises team
8. As part of school governance



On completion of each part of the course, staff will receive a certificate to add to their training record. The certificate is valid for one year and staff will automatically be reminded to undertake the training again in 12 months time.

All results are reported directly into your GDPRiS platform so you're able to identify any further training needs and check on progress.

Data Protection Essentials Part 1

Objectives:

- ✓ To help you understand your data protection responsibilities
- ✓ To give you a basic understanding of the principles of data protection
- ✓ To highlight some of the key risks to privacy compliance within your role
- ✓ To ensure you know about breaches

Course outline for each role

Chapter 1: Let's get started



Welcome



How to use this course



Before you get started

Chapter 2: The importance of keeping data safe



Best data protection practice



Data protection awareness

Chapter 3: Breaches



Data Breaches happen all the time



Breach awareness

Chapter 4: Review what you've learned



A quick reminder of what you have learned



How do you keep data safe?

Chapter 5: Test your knowledge



Testing what you have learned

Data Protection Essentials Part 2

Objectives:

- ✓ To see if you have improved since undertaking part 1 of the data protection essentials course
- ✓ To help you recognise the more obscure data breaches you may encounter
- ✓ To highlight some of the key risks to privacy compliance within your role
- ✓ To ensure you know about breaches and what you must do if you encounter a breach

Course outline for each role

Chapter 1: Let's get started

-  Welcome
-  How to use this course
-  Before you get started

Chapter 2: Recap of previous learning

-  A quick reminder of what you learned in part 1

Chapter 3: Recognising data risks and breaches

-  Let's take a look at a typical day in your role and where things can go wrong
-  Risks to personal data happen everyday

Chapter 4: What have you spotted?

-  Let's see what you found
-  Now let's see what our DPO says

Chapter 5: You are making progress

-  Some words of wisdom from our DPO