



# General Data Protection Regulation

## Data Protection and GDPR Level 2 (VTQ)

### QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/44/GDPR

*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*



## Endorsed, CPD Certified and ISO Standards

All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.

ProTrainings: Additional quality at an affordable price.



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that lives are rewarded through the training and services we provide.

# **ProTrainings Europe Limited**

## **Specification Overview**



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## Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ProTrainings EU offer qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information please visit [www.ProTrainings.uk](http://www.ProTrainings.uk) for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

## Qualifications Specifications

ProTrainings EU offer policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding on how our courses are delivered and processed.

Our specifications document can be accessed on our website at [www.ProTrainings.uk](http://www.ProTrainings.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [support@protrainings.uk](mailto:support@protrainings.uk) or compliance department at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Introduction to Data Protection and GDPR Level 2 (VTQ)

Data Protection level 2 training gives learners an insight into the regulations that cover the storage and security of data in the workplace. Keeping data safe is a legal requirement and the course covers these requirements to ensure that staff understand why and how we comply with the rules.

Learn how to understand your requirements under the General Data Protection Regulations (GDPR) and learn about the requirements to handle a Subject Access Request (SAR).

Subject Access Requests or SARs are an important subject for all employees to understand as they can be submitted to all members of staff, so it is vital that everyone understands how important they are and what to do with them when they are received by any business.

Included in this course are the latest General Data Protection Regulations or GDPR regulations which came into effect in May 2018. It covers the roles within GDPR and responsibilities under GDPR. GDPR is an ongoing process and gives data subjects rights that must be understood and respected by all businesses. The course covers data principles, legal basis and what to do when a potential data breach occurs.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence Based Learning statement.

### Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time contact time, guidance, or supervision of a learner by an instructor, supervisor, tutor, or trainer.

GLH for this qualification is 3

**Total Qualification Time (TQT):** This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e., to achieve all learning outcomes.

TQT for this qualification is 4

Our Data Protection and GDPR Level 2 (VTQ) course is taught over half a day and will include practical and theoretical assessments.

### Entry Requirements

There are no specific entry requirements however, learners should have a minimum of Level 2 in literacy, numeracy or equivalent.

The qualification is suitable for learners aged 14 years and above.

**Progression or Similar - Successful learners can progress to other qualifications such as:**

- E-Learning Data protection and GDPR Level 3 for Managers and Businesses (VTQ)

## Requirements to teach the Data Protection and GDPR Level 2 (VTQ)

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience, and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval.

Supporting evidence that clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

### Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review before certification.

A desktop review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

### Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

**Complaints - Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

#### How to complain

Complaints should initially be made in writing to the Head of Centre or your designated tutor. This can be completed using your student login for [www.ProTrainings.uk](http://www.ProTrainings.uk)

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint
- The induction will provide further details regarding this process.

# Data Protection and GDPR Level 2 (VTQ)

PRO/44/GDPR

## Course Overview

- Purpose of the Act
- Legal Framework
- Aims of the Act
- General Data Protection Regulations
- ICO – Information Commissioner
- Public Authorities and Freedom of Information
- The Data Controller
- Data Protection Principles
- Privacy Shield
- What is Personal Data?
- Who holds Personal Data?
- Individual Rights
- Subject Access Request (SAR)
- Processing Personal Data
- General Data Protection Regulations (GDPR)
- Data Breaches
- Data Protection Officers (DPO)
- International
- Exemptions/Derogations
- Improving Data Protection
- Record keeping, Management and an Individual Rights
- Cybercrime – Phishing and Malware
- Business Email Compromise
- Text and Phone Scams



# Learning Outcomes – PRO/44/GDPR

These learning outcomes are mapped to meet a Data Protection and GDPR Level 2 (VTQ) criterion. Each learning outcome presents a knowledge, skill, or assessment to help students understand the curriculum in finer detail.

<b>Learning Outcomes (LO)</b> The learner will:	<b>LO</b>
<b>UNIT 1</b>	
<b>Introduction to Data Protection and the GDPR</b>	<b>LO1</b>
Understand the importance of GDPR	1.1
How does the law keep your organisation compliant	1.2
Understand who the Information Commissioners Office is and their role in GDPR	1.3
Discuss what the Freedom of Information Act 2000 is	1.4
<b>Understanding Data Protection and GDPR</b>	<b>LO2</b>
Recognise the importance of personal data and who holds this data	2.1
Be aware of public authorities and the guidelines relating to Freedom of Information	2.2
Understand what a Privacy Shield is and why it is important	2.3
<b>Be aware of basic principles of GDPR</b>	<b>LO3</b>
Understand how privacy principles can help safeguard data	3.1
Recognise how organisations and individuals processing data must have valid grounds or a Lawful Basis to process personal data	3.2
Recognise what Purpose Limitation is and why you are collecting data and be able to specify why it has been requested or collected	3.3
Understand the importance of data minimisation and why personal data should be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed	3.5
Be aware of your duty to record accurate data	3.6
Know how data should be safely stored and protected and who has the rights to access that data	3.7
Understand the importance of Data Security and what measures should be put in place to safeguarding data	3.8
Understand your role, responsibility, and accountability to be compliant while processing and controlling data	3.9
<b>Be able to understand GDPR regulations</b>	<b>LO4</b>
Understand what constitutes as personal data and how it relates to GDPR	4.1
Be aware of your role as a processor or data controller	4.2
Understand what you should do if there has been a data breach	4.3
Understand the difference between a data controller and a data processor	4.4

<b>Understand the rights of the data subject</b>	<b>LO5</b>
Be aware of a right to access data, to erase data, to process and object data held by another party	5.1
Understand what a SARS request is	5.2
<b>Know how to keep safe while using and holding data online</b>	<b>LO6</b>
Be aware of the dangers of phishing, ransomware, malware, and cybercrime	6.1



## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

[www.gov.uk/ofsted](http://www.gov.uk/ofsted)

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

[www.cpdstandards.com](http://www.cpdstandards.com)

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

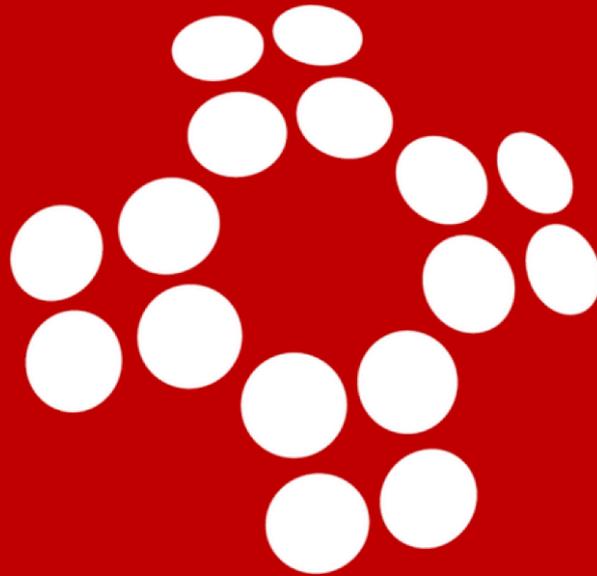
[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



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