DATA PROTECTION AND GDPR LEVEL 3 FOR MANAGERS AND BUSINESS (VTQ)

INTRODUCTION TO DATA PROTECTION AND GDPR LEVEL 3 FOR MANAGERS AND BUSINESS (VTQ)

Managers, employers and businesses need to have a higher understanding of their responsibilities regarding Data Protection and GDPR. Data Protection 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). The course also looks at the lawful basis for handling data which is a vital component when processing any data.

All our courses, including this one, have received independent certification confirming their alignment with universally accepted Continuous Professional Development (CPD) guidelines. Upon completion, participants receive a Certified CPD Statement, a ProTrainings Certificate, and for online courses, an Evidence-Based Learning statement.

QUALIFICATION DELIVERY

Online Video E-Learning: Contains pre-recorded video neatly collated into a presentable online course that includes a save and return feature, stop and start button, English subtitles and some additional features.

Our online Data Protection and GDPR Level 3 for Managers and Business (VTQ) course is taught over **2 hours and 54 minutes** and will include theoretical assessments if you complete the online option and may include practical and theoretical assessments if this is completed in a classroom.

CERTIFICATION

Upon successful completion of the course, all participants will receive an officially verifiable wall certificate. This digital certificate can be conveniently accessed and downloaded at the course's conclusion. It serves as tangible evidence of your achievement, reflecting your dedication and knowledge acquired throughout the course. Display it with pride to showcase your newfound expertise to peers and potential employers, as a testament to your commitment to continuous learning and personal growth.

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.

VIDEO
E-LEARNING

2 HOURS AND 54 MINUTES ONLINE

SAVE & RETURN FEATURE

INTERACTIVE VIDEOS

DATA PROTECTION AND GDPR LEVEL 3 FOR MANAGERS AND BUSINESS (VTQ)

COURSE SUMMARY
PRO/GDPR3

INTRODUCTION TO DATA PROTECTION AND THE GDPR
GDPR Compliance
The Information Commissioner's Office
The Freedom of Information Act 2000

DATA PROTECTION AND GDPR
Who holds personal information
Data Protection and Credit Card Details
Public authorities and Freedom of Information
EU US Data Privacy Framework
Data Protection Impact Assessment

THE PRINCIPLES OF GDPR
Privacy Principles under GDPR
Lawful, Fairness and Transparency
Purpose Limitation
Data Minimisation
Data Accuracy
Storage Limitation
Data Security
Accountability

GENERAL DATA PROTECTION REGULATIONS (GDPR) Does
GDPR apply to me
Data Subject and Personal Data under GDPR
Roles within GDPR
Special Category and Criminal Offence Data
Stages 1 to 6 of GDPR
Stages 7 to 12 of GDPR
Lawful Basis for Processing
What Should You Tell People When You Collect Their Data
Minimising risks and holding data securely
Data Breaches
Data Transfers

LAWFUL BASIS
Consent
Contract
Legal Obligations, Vital Interests & Public Task
Legitimate Interests

THE RIGHTS OF THE DATA SUBJECT
The right to be informed
The right of access - SAR
Dealing with a SAR
The right to rectification
The right to erasure
The right to restrict processing
The right to data portability
The right to object
The rights in relation to automated decision making

SAR REQUEST
SAR Information You Should Provide
SARS - Data Relating to Others
What to Do When You Receive a SAR

KEEPING SAFE ONLINE
Cybercrime
Phishing and Malware
Business Email Compromise
Text and Phone Scams
Invoice Fraud
Keeping Your Credit Card Safe
Entering Your Personal Date on a Website
Identity Theft and Reducing The Risk
Personal Information Held Online
SMS Scams
Social Engineering
How To Stay Safe When Shopping Online

DISCUSSING GDPR
Data Breaches
GDPR and The Small Business
Lawful Basis
Subject Access Requests - Part 1 and Part 2
What Is a Data Inventory
Keeping On With GDPR

PROTRAININGS VIDEO E-LEARNING CONSISTS OF:

SAVE AND RETURN FEATURE

CLOSED CAPTION BUTTON FOR SUBTITLES

INTERACTIVE VIDEOS

QUESTION BETWEEN MODULES

TRANSCRIPT AT THE BOTTOM TO FOLLOW

COURSE CATORGORY SECTION

PROGRESS BAR

DOWNLOADABLE CERTIFICATE

DOWNLOAD CERTIFICATE TO APPLE WALLET

DIGITAL STUDENT MANUAL

CPD STATEMENT

SUITE OF OTHER RESOURCES