

Data Protection Management

Duration: 5 Days

Language: en

Course Code: PI1-122

Objective

Upon completion of this course, participants will be able to:

- Gain insight into the nature of data and its diverse classifications.
- Explore methods to enhance organisational efficiency and effectiveness in managing data and information to address challenges posed by privacy, data protection, and cyber security threats.
- Identify and understand data governance protocols, policies, and strategies to capture, manage, and securely dispose of business data and records.
- Craft actionable strategies to ensure information compliance, audits, legislation, and regulations are met through a thorough review of information and information management controls.
- Establish and execute a comprehensive Data Governance initiative that encompasses delineation of roles and responsibilities, risk mitigation, and enhancement of business processes.
- Familiarise yourself with the six fundamental principles guiding data governance.
- Learn safe handling practices for sensitive data and grasp the rights of data subjects, along with the obligations of the information commissioner.

Audience

This course is designed for anyone responsible for managing data compliance and storage under General Data Protection Regulations. It would be most beneficial for:

- Data Protection Officers
- Legal Advisers
- Marketing Professionals
- IT Professionals
- Data Analysts
- Business Owners
- Directors
- Risk Assessors
- Auditors
- HR Professionals
- Operational Managers
- Finance Managers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will participate in trainer-led presentations to understand the importance of GDPR regulations and what this means for their business.
They will collaborate to assess their business's current level of compliance and devise a recovery and continuity plan in the event of a breach.

Summary

Managing data protection regulations within a business is paramount to ensuring compliance, mitigating risks, and maintaining trust with stakeholders. You'll need to thoroughly understand the applicable regulations, such as the General Data Protection Regulation (GDPR), and stay up to date with any changes in legislation.
Implementing robust data protection policies and procedures is also crucial to establishing clear guidelines for data collection, storage, processing, and sharing and ensuring that employees are adequately trained on these policies.

You will need to conduct regular audits and assessments of data handling practices to help identify any vulnerabilities or non-compliance issues that need to be addressed promptly. To further strengthen the business's data protection framework, you will also need to appoint a dedicated data protection officer or team responsible for overseeing compliance efforts and responding to data protection inquiries or breaches.
By prioritising adherence to data protection regulations, businesses can safeguard sensitive information, uphold privacy rights, and foster a culture of trust and accountability.

Course Content & Outline

Section 1: Safe Handling Practices for Sensitive Data

- Importance of data protection regulations.
- Understanding sensitive data categories.
- Legal obligations and compliance standards.
- Encryption techniques for data security.
- Data transmission protocols and secure communication channels.
- Employee training and awareness programs.
- Best practices for data disposal and deletion.
- Auditing and monitoring for compliance assurance.

Section 2: The Essentials of GDPR

- Principles of data protection under GDPR.
- Legal basis for processing personal data.
- Rights of data subjects and their implications.
- Data controller and data processor responsibilities.
- Cross-border data transfers and adequacy decisions.
- Appointment and role of data protection officers (DPOs).
- GDPR compliance strategies and frameworks.
- Enforcement mechanisms and penalties for non-compliance.
- Updates and future developments in GDPR regulations.

Section 3: The Fundamental Principles of Data Governance

- Definition and scope of data governance.
- Principles of data governance: accuracy, completeness, consistency, integrity, and timeliness.
- Data quality management practices.
- Metadata management and its role in data governance.
- Data lifecycle management from creation to disposal.
- Regulatory compliance and data governance.

- Data governance in the context of emerging technologies (e.g., AI, IoT).

Section 4: Processing & Storing Data Safely

- Access control measures and user permissions.
- Secure storage solutions: on-premises and cloud-based options.
- Data backup and disaster recovery strategies.
- Compliance with data protection regulations (e.g., GDPR).

Section 5: Your Obligations as a Data Holder

- Regular audits and assessments of data handling practices.
- Continuous training on data protection and privacy measures.
- Collaboration with data protection authorities for compliance assurance.
- Data sharing agreements and confidentiality clauses.

Section 6: Data Sharing & Managing Risks

- Risks associated with data breaches.
- Incident response and breach management procedures.
- Data breach notification requirements.
- Data protection impact assessments (DPIAs).

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

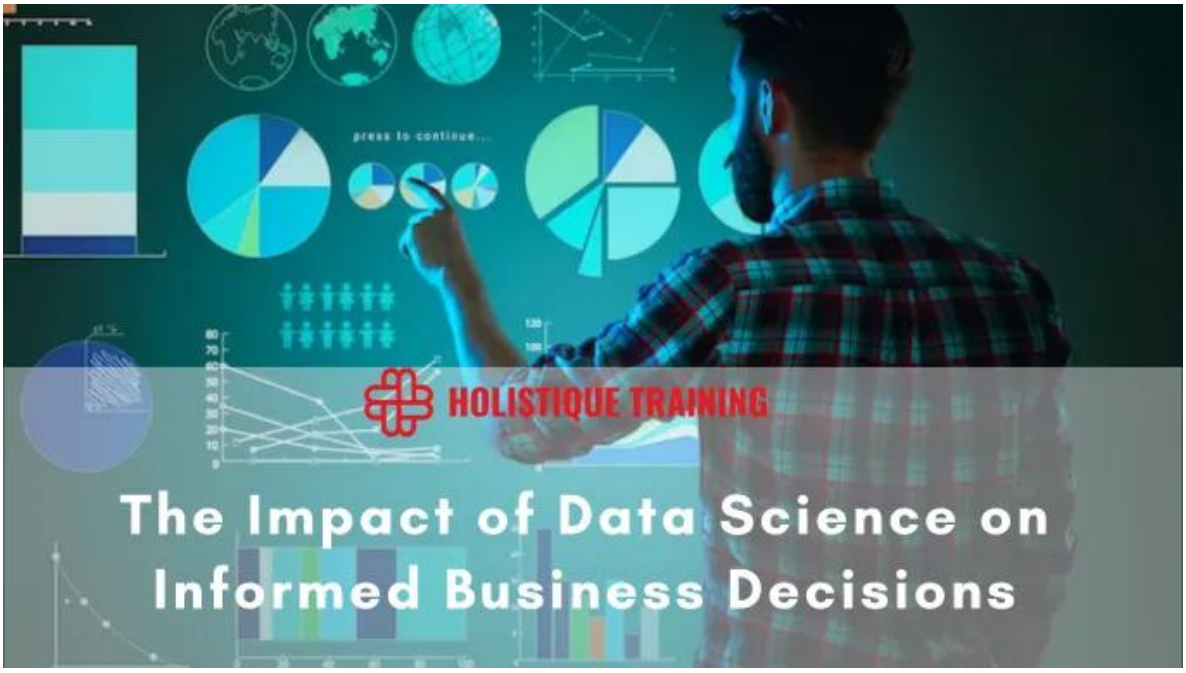
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Tags

Data Management, data protection, GDPR

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