

**RIGHT TO
PRIVACY IS A
FUNDAMENTAL
RIGHT**



Online GDPR Staff Awareness and E-learning Course

The GDPR Institute online and face-to-face Staff Awareness E-learning Seminars and Courses are a quick, affordable and efficient means of delivering training is customised to multiple staff members and managers. Therefore we recommend that your staff is made aware, is trained and educated on the critical requirements of the General Data Protection Regulation (GDPR)

The GDPR Staff Awareness and E-learning tool is simple-to-use flexible e-learning program to present all employees with the requirements for GDPR compliance and to familiarises them to the new GDPR key compliance components, obligations for the business and organisation. The tool is developed by The EUGDPR Institute & Copenhagen Compliance®

Procedures and operations comply with the role and responsibilities



The GDPR Staff Awareness E-learning tool is tailored to outline the Data Privacy priorities, processes and activities which will lead the participant to make more efficient decisions about GDPR Compliance in the daily and routine procedures and operations comply with the role and responsibilities of the staff member or manager.

The organisation is GDPR-compliant only when the staff has been to a GDPR staff awareness e-learning course?

After taking The GDPR Staff Awareness and E-learning seminars and courses, the participant should also be able to make and provide sound business judgement and perception and insight for your benefit of the business and organisation.

Rethink business perceptions and reshape priorities

The course will seek to remove the misinformation and misconceptions of the various GDPR components with examples and case studies. We further aim to create the right GDPR focus on new, different and topical IT, data and cybersecurity issues. These activities will transform the particular mindset to data discipline, data protection and data privacy to rethink the business perceptions and reshape priorities about IT platforms, business, technology and new corporate compliance trends. All of the above components will help create staff discipline, corporate value and enhance the trust and integrity components of corporate culture.

A vital component of the GDPR implementation & compliance is the performance of the to staff awareness, training and education. To avoid the significant non-compliance fines, it is essential that your staff have a clear understanding of the compliance requirements.



Aim

The seminars and courses provide a complete substance on the GDPR, principles, roles, responsibilities and processes with the primary purpose of how these components can create value for the organisation and reducing your organisation's risk of non-compliance.



Content/Agenda

- An outline summary of the GDPR
- Definition of the critical data protection rules and roles
- Scope of the GDPR
- Determining the scope of the GDPR
- The GDPR principles
- The six principles for the collection/processing of personal data
- Accountability
- GDPR application
- Collecting and processing personal data
- Personal and sensitive data
- Requesting personal data
- Minors and consent
- Data breach reporting

Each seminar or online training, irrespective of the subject is followed by a 20 randomly selected multiple-choice questions assessment as a test. We provide the opportunity to retake the test until the pass mark is achieved. A certification is issued to all staff who pass the test.

Additional Features

1. Customisable content based on your current strategy, focus and requirements.



Hosting options; the seminars and courses can be organised and delivered from the EUGDPR Institute website or your own.

Training, awareness and education is an essential element of any risk or compliance activity. However, the GDPR differs to the extent that companies will be required to provide evidence that staff training & awareness is about the data privacy complications and IT structures. Our training and awareness program will ensure that the staff and participants;

2. Understand the scope, its consequences and implications to the data privacy processes;

- Recognise the financial and reputation risks to the organisation
- Appreciate the potential disciplinary issues of data privacy and GDPR mandates
- Realise how a significant data breach can ruin a team or the business
- How to combine the risks to protect and safeguard individual's data and information
- know the significance of data protection laws in handling personal data
- why Data and IT policies and procedures are essential.

3. Focus on IT, cyber and data security.

There is both specific and generic content of the training, around the GDPR issues and components. However, most of the material is specific to the current organisation concerns, which currently often is the focus on IT, cyber and data security..



The relevance of IT, cyber and data security components will ensure that the staff can relate to the policies and procedures on the subject and to their day to day roles and processes that handle and deal with IT security part of personal data. Some of the other issues could deal with the importance of hard to crack passwords, confidential waste destruction, encrypting data in e-mails and attachments, retention of records and keeping paper files secure and confidential.

4. Participants should be able to identify breaches and "red flag" situations.



The online training option must not be seen as a “box ticking” exercise. While during face-to-face training, employees can ask relevant questions or make appropriate suggestions. Both sides can benefit from the dialogue. The online awareness seminar will endeavour to capture the benefits by creating an online conversation with the managers.

Incidents like data breaches, compromised data, identify when a potential violation has occurred, possible internal breach and related significant financial and reputational risk incidents have a clear policy on reporting, and are notified to the organisation’s Data Protection Officer, and within the set timescale and significantly reducing the potential risk of a non-compliance issue in the future.

5. Training is an ongoing requirement to comply, make sure it continues

While May 2018 is the deadline; there is a significant amount of work to be done by all stakeholders. Notwithstanding the complexity, maturity and the level of preparedness the road to GDPR compliance, has to be paved by training, awareness and knowledge to reduce the risk of breaches occurring once the GDPR rules come into play. Any new staff should also be trained on GDPR issues as part of their corporate orientation before they are let loose to deal with privacy issues related to customers or employee data



by



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