

# DATA PROTECTION AWARENESS

## Course Description

In our increasingly interconnected world, where information flows freely across digital channels, the need to safeguard personal and sensitive data has never been more crucial.

As technology evolves, so do the potential risks and threats to the privacy and security of personal and organisational information. This Data Protection Awareness Training is designed to empower you with the knowledge and skills necessary to navigate the complex landscape of data protection and how to use the data protection act.

Whether you are an employee, a manager, or a business owner, understanding the principles of data protection is not only essential for compliance with regulations but also vital for maintaining trust with stakeholders.

On this Data Protection Awareness Course, we delve into the fundamental concepts, best practices, and legal frameworks that underpin effective data protection strategies.

## Who Should Attend?

This half day course is designed for all staff who need to familiarise themselves with the principles of Data Protection and how to apply those principles to their working practices.

## Scope of Training

This tailored training course will include the following areas and use real life working examples.

### What is data protection?

- Data types
- Personal data
- Sensitive personal data

### How does it relate to me?

- A step by step guide to how the Data Protection Act impacts you

### Basic security

- Baseline security behaviours and practices to learn and use
- The relationship between Data Protection and Security

### What's the worst that can happen?

- Examples of what happens when things go wrong from the files of the Information Commissioner's Office.
- Identifying poor practice and behaviour that often lead to a breach.

At the end of this course staff will be able to take the principles of the Act back into the workplace and use and share personal information with confidence whilst at the same time remaining compliant with the Act and Company Policies.

