Data Protection Essentials (GDPR)

Duration: 45 minutes

Every time we buy a product, sign up to a service or get a new job, we willingly hand over our personal information, placing our trust in countless companies to handle our data securely and responsibly, despite frequent news of hacks and data breaches. With technology now playing such an integral role in data management, it has been imperative that data protection laws evolve to reflect this.

As a company employee, the responsibility falls on you to keep individuals' data safe, secure and processed appropriately. As such, you need to know about, and comply with, current data protection regulations – the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018** – to avoid serious legal consequences for you and your employer. This course will help you understand the aims and provisions of the UK's data protection legislation and offers essential, practical advice on how to make yourself compliant.

Objectives

After completing the course, learners will be able to:

- Recognise why fair and effective data management is important to individuals and to society as a whole
- Understand relevant data protection legislation and regulations, along with the penalties for breaching these
- Work with information in a way that does not breach the data protection principles and individuals' rights
- Respond to requests for information from individuals in a way that is legal and effective

Topics explored in this course, **Data Protection Essentials**:

- Understanding the need for data protection laws
- Explaining the GDPR and Data Protection Act 2018
- Defining personal data
- Individuals' rights
- Data protection principles
- Working with data