

# GDPR and Data Protection

## AIMS

To understand how GDPR legislation can be implemented in the workplace and the impact on HR

## DURATION

Half Day Course (3 Hours)

## LEARNING OUTCOMES

By the end of this course you will:

- Understand what GDPR is
- Recognise its importance
- Know who and what is protected
- Recognise the difference between personal and sensitive data
- Know how the information HR holds must be handled
- Gain an understanding of the key principles enshrined within the regulations
- Understand of the roles and responsibilities of a Data Controller
- Be aware of the roles and responsibilities of a Data Processor
- Recognise ways that a care home can be compliant

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## LESSONS AND TOPICS

### GDPR

- What is the EU?
- What is the GDPR?
- Why is the GDPR important?
- Facts and Statistics

### The Law

- Lawful Processing
- Valid Consent
- Consequences

### Personal Data

- What is Personal Data?
- Sensitive Personal Data
- Personal Data in Care
- E-Commerce and Web Data

### GDPR Principles

- GDPR Principles
- Privacy Rights of Individuals

### Data Security

- Data Protection Officer
- Movement of Data
- HR Data
- Employee rights

### Roles and Responsibilities

- The Organisation
- Human Resources / Recruitment
- Management
- All Staff



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