



An **Essential** guide to Data Protection

1 day public course

As individuals we expect organisations holding our data to respect our personal information in the same way as they would their own.

The Data Protection Act 1998 is an important control governing the action of any organisation collecting and processing information.

Course overview

This 1 day course is aimed at anyone who requires a practical introduction to the Data Protection Act 1998.

It outlines the basic requirements that a public authority or business need to address and some practical steps that can be taken in order to achieve compliance.

Participants will obtain an understanding of the 8 principles and learn how to process data legally in accordance with the Act.

The course is directed towards answering the following questions:

- What is Data Protection About?
- What does it mean to me?
- Why is it important?
- What do I have to do if I process personal information?
- What should I do if someone asks for their information?
- Why should I comply with the Data Protection Act?
- What could happen if I don't comply?

What will be covered...

The course contents include:

- Introduction to Data Protection
Basic Definitions
- The 8 Data Protection Principles
- Complying with the Act
Notification
- Individuals' Rights
Subject Access
Direct Marketing
Automated Decisions
Damage and Distress
- Associated Legislation
Data Protection 1998
Computer Misuse Act 1990
Freedom of Information Act 2000
- Links to Information Security
- The ICO's powers
Guidance
Liabilities and Enforcement
Breaches and Offences



(Blooms taxonomy of learning objectives)

Talk to us Today!
If you'd like more details fast,
we're waiting for your call
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