



# Data Protection and Confidentiality

HR, Leadership and Team Management Skills



## Introduction

This course focuses on the requirements of the General Data Protection Regulations (GDPR), which have succeeded the Data Protection Act 1998. What are the duties on data holders and processors under this set of regulations? How can you best control data? What does 'consent' mean and how will it apply to you?

This module does not only focus on personnel data but also on customer and supplier information.



## Course Duration

SSG offer this module as part of a full or half day course which can be delivered as a classroom or virtual course.



## Course Attendees

This course is suitable for employees at all levels including SME owners, directors, senior managers, team leaders, supervisors and any employees involved in data handling or processing.



## Course Programme

- What is data?
- The provisions under legislation
- Practical application

On completion of the course delegates will be able to:

- Understand the importance of good data safety procedures
- Understand their legal obligations as employees / managers / directors / business owners
- Identify gaps in their management systems
- Complete an internal data audit
- Benefit from having been able to ask specific questions



## Training Certification and Assessment

Following successful completion of training, SSG course attendance certificates will be issued which are valid for three years. It is recommended that certification is renewed every three years to ensure those persons responsible are kept up to date with best practices.



## Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service team for more information.