

### Introduction

This legislation is hard hitting and will force many companies to rethink the way they do business. Data must be protected in the form of legislation needed for future security. On the **25th May 2018**, a new piece of legislation, the GDPR (General Data Protection Regulation) is came into effect after a two-year lead-in and is a compliency requirement in the EU and the UK.

### Who it is for

This course is for all employees in companies who require data to carry out their commercial activities. They must be aware of the dangers and the penalties for improper use or breach. This includes employers and those who have day-to-day responsibility for data protection, for example, HR employees who handle employee data.

### Course aim

The aim of this course is to give a basic introduction to the legislation. It looks at what GDPR is and how business can collect, transfer and use personal information.

### Course content

This online course covers the following topics:

- Introduction to GDPR
- Background to UK legislation
- The roles of controller and processor
- What 'data' is
- Consent
- The GDPR rules for companies
- Clear desk policy
- How GDPR rights work for individuals
- 12-step guide to company compliance
- Enforcement
- Infringement
- Supervisory Authorities (SA's)

### Course duration

The average time required to complete the learning is approximately **30 minutes**, however the course is designed to go at the pace of the learner and can be completed in more time if needed.

### Assessment

The online assessment for the course consists of **12 multiple choice** questions. In order to be successful, candidates must achieve a **75% pass mark** to obtain the certificate.

### Certification

On successful completion of the assessment, the candidate will be able to print/save their certificate. In addition to this, an e.mail is sent to the candidate containing a link to the certificate. This is the simplest, most convenient way to achieve compliance. Also, a QR code has been added to the certificate, which can be scanned by a smartphone to establish the certificate's validity.

For further information relating to this or any of our online courses, contact:

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