

Data Protection

Length of course: 1/2 day

Is this the right course for me?

This course is suitable for all staff who deal with information - from databases to personnel records - and need to be aware of the legislation surrounding data protection.

Pre-Course Requirements

There are no formal requirements for learners who want to attend this course.

What will I learn about?

This informative course covers the following key areas :

Introduction to the Act

- What is the Act all about?
- What are the main “principles” from the Act?
- What “terminology” is used
- What does this terminology all mean?
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Why the Act is in place

- Why - the reasons?
- Who does it affect?
- Who will be able to process the information?
- What “sensitive” type of information is protected?

Rights

- What rights do affected people have?
- Are there any exemptions within the Act?
- What are the exemptions?
- Why these exemptions?

Control and Enforcement

- Who enforces the Act?
- Why is it enforced?
- How is it enforced?
- Can the enforcement be cancelled?
- What happens to the affected individuals when this happens?

How will I learn?

You will learn by listening to talks, group discussions, course related in-class activities and question and answers.

Will I gain a qualification?

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

What can I do next?

Institute Leadership & Management Effective Team Member Skills Award or Team Leader Award - please ask the skillscentre:mk team for more details.

Other course information can be found on www.careersadvice.direct.gov.uk or with a NEXT STEP advisor.

What do I need to bring to classes?

Note pad and pen.

Can I talk to someone about my course before I start?

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query