Standard Module – **Data Protection**   **Module Summary**

| For everyone in regular contact with client or employee personal information. | Become familiar with the fundamentals of Ireland's Data Protection laws. | Understand the role and responsibilities of the Data Controller. | Apply Ireland's Data Protection Acts in your own business environment. |

This introductory-level module covers the fundamental issues contained within the Data Protection Acts which have a legislative impact upon all organisations – and provides guidance on how to achieve compliance.

The module covers the following core topics:

- Why data protection?
- Fundamental definitions
- Data Controller's obligations
- Individual rights
- Regulation and enforcement

WHAT ARE THE BENEFITS OF THIS MODULE?

Completing the ICS Data Protection Essentials programme equips attendees to:

- Be fully aware of the need for data protection legislation in Ireland
- Understand Ireland's Data Protection laws
- Interpret and apply Ireland's Data Protection Acts in their own business environment

WHO IS THIS MODULE FOR?

This module is suitable for all those who need a basic understanding of data protection obligations and the need to achieve compliance. All employees who are in regular contact with client or employee personal information will find it of interest and benefit, including:

- Customer support and call centre
- Human resources staff
- Legal secretaries
- Health sector administration staff
- Financial services sales and administration
- Accounts personnel
- Line managers in admin., sales, marketing and HR
- Database administrators and document management staff