

BECOME A GDPR DATA PROTECTION OFFICER

3-DAY BOOTCAMP - COURSE OUTLINE

'Become a GDPR Data Protection Officer' will enable you to understand the new GDPR and start implementing it in your organisation. The GDPR will replace the Data Protection Act in May 2018 and will affect every organisation that processes personal data. This course is aimed at people who have no prior knowledge of data protection law.

WHO SHOULD ATTEND?

- ✓ Senior management
- ✓ Head of HR
- ✓ Head of IT
- ✓ GPs
- ✓ Practice Managers
- ✓ Management level with a responsibility for data
- ✓ Really, anyone with a risk or compliance background looking for a change of direction
- ✓ Great for some in the Oil & Gas industry, as well as professionals in the armed Forces looking for a change in direction

HOW WILL I BENEFIT?

- Upon completion of this course, you will:
- Understand the principles of the GDPR
- Know the legal rights of data subjects
- Be able to deal with subject access requests
- Be able to handle incident breaches
- Understand the legal bases for processing
- Draft Fair Processing Notices
- Be able to start updating policies and procedures

WHAT WILL I LEARN?

This course will help you to understand the GDPR and give you the knowledge to start implementing it in your organisation. As complying with the GDPR is a legal requirement and the fines can range from 4% of your annual turnover or €20 million, it is very important to start preparing now.

OBJECTIVE: to develop an understanding of the new GDPR and how it relates to business.

1. Background to the GDPR (DPA)
2. Essential EU GDPR background and terminology
 - Data Controller
 - Data Processor
 - Data Subject
 - Personal Data
 - Special Personal Data
3. Principles of the GDPR
 - Fairness and lawfulness
 - Purpose limitation
 - Proportionality
 - Accuracy
 - Storage limitation
 - Integrity and confidentiality
 - Privacy by Design
 - Accountability
 - Responsibility of controllers and processors

- Data protection by design and by default
 - Documentation and cooperation with regulators
 - Data protection impact assessment
4. Data subjects and their rights
 - Rectification
 - Erasure and the right to be forgotten (RTFBBF)
 - Restriction and objection
 - Automated decision making, including profiling
 - Data portability
 5. Dealing with subject access requests
 6. Legal basis for processing
 - Consent
 - Contract
 - Legal Obligation
 - Vital Interest
 - Public Interest
 - Legitimate Interest
 7. Incident response and breach reporting
 - Process and procedures
 - Infringements and fines
 - Data subject compensation
 8. Updating policies and procedures
 - Fair processing notices
 9. Data Protection Officers
 - Qualification
 - Role
 10. International data transfer rules
 - Privacy Shield
 - Model contracts
 - Binding Corporate Rules (BCRs)

Testimonials

Here are some client testimonials that we have received:

I have recently engaged the services of Kristy Gouldsmith to completely upgrade my Data Protection policies and processes for my company, and I have to say how impressed I have been with her knowledge and background regarding this subject.

The training I received after her initial audit and the policies and processes we now in place have safeguarded my company's Data Protection policies and processes with regard to the new laws in May 2018.

In addition and most importantly the updated protection that is now in place for my many customers/clients and the safeguarding of their information that I need to hold within my company is now fully compliant with the new law in May 2018.

I would thoroughly recommend her services and do it now rather than later.

Peter Robinson. Fire Safety In Order Limited

We sought Kristy's advice regarding the new GDPR laws coming out in May 2018 and how it would affect our business, Cathedral Chiropractic. Kristy is very knowledgeable, enthusiastic and personable and it soon

became apparent to us that the new law is going to have a huge impact on our clinic and all other healthcare providers. Initially we were a little overwhelmed however Kristy has been very reassuring and professional in her approach and, following conducting a data protection audit on our business, she laid out a plan for us to proceed. The audit was a little uncomfortable but not at all painful and her plan has been easy to follow. We are now very nearly compliant with the new law and we have nearly a year to become fully up to speed. It has been nice to receive a few compliments from legal and insurance companies about our rigorous standards – we feel almost smug!

I highly recommend Kristy from Sapphire Consulting, you will not regret engaging her for advice and for her service in helping to get you up to speed with the new GDPR law and her ongoing support to remain compliant in the future.

Tamson Barber, Cathedral Chiropractic Ltd

Fantastic course. Was really concerned I would not understand what to do but Kristy made it very clear how to manage the GDPR process and how many things I have to do by May 2018 – excellent course and taught me a huge amount.

Presenter delivered a potentially very dry subject very enthusiastically.

Great presenter and very knowledgeable.

Kristy is originally from Canada and obtained her BA(Hons) in History and her LLB(Hons) before being called to the Bar of British Columbia, Canada. Kristy practiced law for almost ten years before moving to the UK. After moving, Kristy obtained her LLM(Dist) and her teaching qualification (PGCE). She taught degree-level law, including data protection, for several years as well as delivering training to the business sector.

Kristy works with the CyberscopeAcademy to provide specialist services in data protection to all types of organisations, including businesses, GP Surgeries, charities and sports groups. Kristy can conduct a data protection audit to assess your current level of compliance and draft policies and processes that are tailored for your business. Kristy is also an accomplished trainer and can take a dry subject, like the GDPR, and make it interesting and enjoyable.

Kristy is a member of the International Association of Privacy Professionals and a regular contributor to LinkedIn.