



Course Benefits:

- Reduce the risk of data breaches by training employees in the uses of data
- Ensure your organisation is only reporting data breaches that need to be reported
- Encourage a culture of data protection and data security

Aims of Course:

- Understand your responsibilities for Data Breaches
- How to identify a data breach
- Common causes of data breaches

Who should Attend?

- All employees handling personal data

Course Duration:

- 30 – 45 minutes plus 15 minutes for assessment
- A certificate will be issued upon successful assessment

Price:

- £25.00 + VAT per person
- 10% discount for 5 – 10 users. 25% discount for over 10 users

Getting to Grips with Data Breaches

An easy to follow interactive course

Topics covered:

- Understand your role – Controller / Processor
- Understand your data
- How do you identify a data breach
- How to report a data breach
 - Data subjects
 - Data Controllers
 - Information Commissioners Office
 - Timescales for reporting
 - Format of reporting
- When to report a breach and to whom?
- Common causes of data breaches
- 5 steps to reduce risk of data breaches

Onsite courses are available on request