



### Course Benefits:

- Reduce the risk of data breaches by training employees in the uses of data
- Identify security weaknesses, data duplication and unnecessary access to data
- Encourage a culture of data protection and data security

### Aims of Course:

- Understand your role of Controller or Processor
- Define processing activities
- Create a data asset register

### 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

# Understanding Your Data The Essentials

## An easy to follow interactive course

### Topics covered:

- Understand your role – Controller / Processor
- What types of data are covered by data protection?
  - Personal
  - Sensitive
  - Child
- Processing data – what constitutes a processing activity?
- Encryption / anonymisation
- Building a data inventory or register – foundation step in data protection compliance
  - What is the source of the data
  - Who is the data subject? Customer, employee, member, supplier?
  - Who sees the data? Why?
  - Where is it stored?
  - What format is it stored in?
  - Where and how is it sent or transmitted to third parties?
  - Which countries may the data reside in?
  - Are third party processors using the data?
- Physical data security
- IT & Systems security

Onsite courses are available on request