



General Data Protection Regulation
Sytorus Training for Data Protection Officers



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GDPR Primer for Data Protection Officers (2 days)

Credit Rating	16 CPD POINTS
Pre-requisites	There is no pre-requisite for this course. Participants are typically management professionals who will have responsibility for data protection compliance within their organisation.
Co-Requisite Subjects	Candidates should have a good understanding of their own organisation's data management activities, through the life cycle from initial acquisition, through the various areas of processing and usage, to eventual removal or destruction.
Number of days	2
Subject Aims	<hr/> <p>To equip the learner with the basic understanding of the General Data Protection Regulation (GDPR) and to provide constructive suggestions on implementing compliant processes.</p> <hr/>
Learning Outcomes	<p>On completion of this module, learners will</p> <ul style="list-style-type: none">L1.1 Learn the core principals of Data Protection legislationL1.2 Learn the legal background relating to the General Data Protection Regulation (GDPR)L1.3 The history and key concepts within Data ProtectionL1.4 Covers definition of all key words and phrases relating to DPL2.1 Learn what constitutes fair processing and how to comply with rule 1 of the legislationL2.2 Understand specific purpose, and how it applies to the processing of personal dataL2.3 Become familiar with what compatibility means in terms of the GDPR

L2.4 Understand the context behind adequate, relevant and non-excessive processing

L2.5 Understand the challenges of keeping data up to date and accurate

L2.6 Learn what constitutes safe and secure holding and processing of data

L2.7 Understand the key roles and responsibilities of those involved in Data Management

L2.8 Understand the considerations behind appropriate data retention

L2.9 Become familiar with ways of constructively destroying data

L3.1 Understand the role of the Data Protection Commissioner

L3.2 Understand the enforcement powers of the Data Protection Commissioner

L4.1 Become familiar with the principle exemptions which exist within the GDPR

L5.1 Become aware of the types of documents needed to support GDPR compliance

L5.2 Become familiar with DP compliant policies and procedures

Syllabus Content

Introduction – 20%

Core Principals: Personal, Professional, Commercial

Context of DP: Legal Principle of Privacy

History of Legislation: Derivation of current legislation from UN CHR, EU DHR, 1981 Convention, 1995 Directive, GDPR

Characters and Definitions: Definitions of specific terms, characters

Data Life Cycle – 50%

Rule 1

Acquisition: Rule regarding acquisition of data, Fair Processing, Consent, Opt in/out.

Rule 2, Rule 3, Rule 6

Use: Specific Purpose, Compatibility, Overseas data, Accurate, relevant and not excessive processing

- Rule 5* Accuracy: Data Analysis, Data Quality, Big Data, The challenge of keeping personal data up-to-date
- Rule 4* Safe and Secure: Obligation to keep data safe from unlawful access. Access solutions, Infrastructure, Physical and electronic data formats, Redundancy, BCP and DR
- Rule 8* Players: Data Controller, Data Subject, Data Processor, DP Officer, Data Protection Commissioner, European Data Protection Regulator (EDPR)
- Rule 7* Retention: Data Catalogue, Warehousing/Datamarts, Obsolescence, Calculation of Value at Risk.
- Rule 7* Destruction: Anonymising, Shredding, Deletion

Enforcement – 10%

Role of the Data Protection Commissioner and the European DP Regulator (EDPR)
Powers: Mechanisms for enforcing legislation

Exemptions – 10%

Exemptions: Various circumstances under which legal obligations do not apply

DPO Considerations – 10%

Documentation: Key elements of recurring templates

Policies and Procedures: Outline of core set of DP-related Policies

Teaching Methodology

This course is delivered by a senior Certified Data Practitioner. The learning strategy involves the use of case studies as well as candidate discussions. Where possible case studies will be used to demonstrate concepts, challenges and solutions.

Assessment Details

There is an exam accompanying this module, pass mark is 70%.

Required Reading

Sytorus GDPR Primer handbook v1.0. These will be handed out on the day of the course.

Supplementary Reading

EU Convention on Human Rights (1950)
OECD Guidelines on Data Management (1980)
Data Protection Convention (1981)
Data Protection Directive (1995)
EU Electronic Communications Regulation (2002)
EU General Data Protection Regulation (est. 2018)

