



# Data Protection and Confidentiality

## Essential HR and Employment Law Training



### Introduction

In this module, we focus on the requirements of the General Data Protection Regulations, succeeding the Data Protection Act in 1998. What are the duties on data holders and processors under this set of regulations? How can you best control data? What does 'consent' mean and how will it apply to you? This module does not only focus on personnel data, but also on customer and supplier information.



### Course Duration

SOG offer this module as part of a full or half day course.



### Who Should Attend

This course is suitable for SME owners, directors, senior managers, team leaders, supervisors and any employees involved in data handling or processing.



### Course Programme

- What is 'data'?
- The provisions under legislation
- Practical application

On completion of the course delegates will be able to:

- Understand the importance of good data safety procedures
- Understand their legal obligations as employees / managers / directors / business owners
- Identify gaps in their management systems
- Complete an internal data audit
- Benefit from having been able to ask specific questions



### Certification and Assessment

Attendance certificates will be issued after course completion and are valid for 3 years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



### Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please speak to your HR Consultant to discuss your option for private courses.