

The
National
College®

Course Handbook

Certificate in
Data Protection and
GDPR for Staff

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Welcome

Welcome to the Certificate in Data Protection and GDPR for Staff course from The National College.

Our expert-led courses cover all your training needs in safeguarding, data protection, the Prevent duty, health and safety, fire safety and much more, providing you with knowledge and practical skills to support compliance with DfE, Ofsted and wider statutory requirements.

This handbook will support your learning journey during this course. It has been designed to aid and embed learning and support ongoing professional development.

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Making the most of your course

Plan the course around you

Familiarise yourself with the modules and make sure you have put aside the necessary time to give each module your full attention. If you intend to finish the course in one sitting, make sure you take regular breaks.

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Engage with the course material

Throughout the course, you will be prompted to think about and make notes around your learning. These questions help you activate ideas about how to use the information in your own setting and transfer theory into practice.

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Consolidate your knowledge

At the end of the course there is a multiple-choice online assessment. The questions have been designed to not only test knowledge, but also support the review of key points and strengthen learning. The test can be completed as many times as necessary to pass.

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Evidence your learning

Once you have passed the assessment, you will be able to download your certificate, save it electronically or print it and evidence successful course completion.

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Submit feedback

After completing the course, please submit a review to help us ensure that our training continues to meet your needs. Consider completing other courses from The National College to deepen and expand your knowledge and skills.

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FAQs

[Click here](#) to access our comprehensive 24-hour help centre if you are having any difficulties with the platform.

Reflection questions

Module 1: The roles and responsibilities of staff

Task 1: What day-to-day activities do you complete which involve handling personal data?

Additional Notes:

Reflection questions

Module 2: Analysis of data protection and GDPR

Task 1: List the places that you're expected to send personal data to in the course of your job.

Task 2: Write down how you minimise this data or, if you don't already so, write down how the data could be minimised the next time you send it.

Additional Notes:

Reflection questions

Module 3: Data protection principles and personal data

Task 1: What actions would you take if a person invokes their right to be forgotten?

Additional Notes:

Reflection questions

Module 4: Information loss and data breaches

Task 1: Write down the ways in which you believe the current culture of data protection can be improved in your school.

Task 2: What actions would you take to ensure that potential changes are considered by the DPO?

Additional Notes:

Resources & video links

Guidance/legislation

DfE, Data protection in schools, 2023

<https://www.gov.uk/guidance/data-protection-in-schools>

GOV.UK, Data protection, 2023

<https://www.gov.uk/data-protection>

Legislation.gov.uk, Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Legislation.gov.uk, Data Protection Act 1998

<https://www.legislation.gov.uk/ukpga/1998/29/contents>

Further reading

The DDU, UK GDPR: data breaches, 2022

<https://www.theddu.com/guidance-and-advice/guides/gdpr-data-breaches>

ICO, Home page, 2023

<https://ico.org.uk/>

ICO, Personal data breaches: a guide

<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/personal-data-breaches-a-guide/>

ICO, Accountability Framework

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/accountability-and-governance/accountability-framework/>

NCSC, Home page, 2023

<https://www.ncsc.gov.uk/>

ICO, Data protection officers

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/accountability-and-governance/guide-to-accountability-and-governance/accountability-and-governance/data-protection-officers/>

WiredGov, ICO fines Ticketmaster UK Limited £1.25

million for failing to protect customers' payment details, 2020

<https://www.wired-gov.net/wg/news.nsf/articles/>

Forbes, Marriott Hit With £18.4 Million GDPR Fine Over Massive 2018 Data Breach

<https://www.forbes.com/sites/carlypage/2020/10/30/marriott-hit-with-184-million-gdpr-fine-over-massive-2018-data-breach/>

ICO, How much is the data protection fee?

<https://ico.org.uk/for-organisations/data-protection-fee/data-protection-fee/how-much-is-the-data-protection-fee/>

Intersoft Consulting, Data protection, IT security and IT forensics

<https://www.intersoft-consulting.de/en/>

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