

Data Protection in the Public Sector: Duties & Risks

What This Course Is About

This training course is designed to help public sector organisations to protect public confidence in their data protection practices by ensuring staff are aware of their data protection duties and responsibilities and fully equipped to recognise and adequately protect against risks to personal data and people's privacy.

Who Should Attend

Anyone who handles or advises on the handling of personal data as part of their core duties including customer-facing staff and their managers; HR; in-house legal advisors; ContactPoint teams; Data Protection Officers and Information Officers.

Benefits For Your Organisation

Reduced risk of data protection breaches; better incident reporting and recognition; clearer guidelines and procedures for disclosure and data sharing; improved data protection and information security practices.

Course Content

- Purpose of data protection law
- Definitions of personal data, data subject and other data protection key concepts
- Data subject's rights and entitlements
- Personal data and data processing operations within your organisation
- The 8 data protection principles and how they apply in day-to-day practice
- Key risks around personal data processing:
 - Unauthorised access and use
 - Impersonation fraud
 - Identification and consent
 - Data entry standards
 - Use and protection of sensitive personal data
 - Records retention and destruction
 - Work station and mobile office security
 - Transport and transfer of personal data
 - Use of 3rd party contractors to process data
 - Incident reporting and investigation
 - Sector-specific rules and guidelines
 - Conditions for lawful processing
 - Exemptions and conditions where consent is not required
- Information sharing rules and best practice.

Learning Outcomes

Participants will be able to:

- Explain and comply with their data protection duties and responsibilities
- Identify what constitutes fair and lawful processing in relation to their work
- Explain and apply data protection good practice principles in their handling of personal data
- Identify risks to personal data in their work and respond accordingly
- Explain and apply enhanced standards or special rules as specific to their sector
- Contribute effectively to the continuous review and improvement of data protection practices

Learning Delivery

Courses run for ½, 1 or 2 days, include pre- and post-course assessments and are practical in their approach, using the following delivery methods:

- Group discussions
- Quizzes
- Spot-the-problem exercises
- Case studies.

A 2 hour briefing session and guidance on data protection policy and procedures are also available.