



4D Training

Data Protection

Who would benefit?

Anyone requiring knowledge, or seeking to refresh knowledge, in relation to data protection and the Data Protection Act.

Objective

The purpose of this programme is to provide an overview and basic understanding of the legal obligations and general responsibilities arising from the capture of personal information.

Content

- Introducing the Data Protection Act
 - Data Protection Act (1984 and 1988)
 - Freedom of Information Act (2000)
- Responsibilities of the Act
 - Responsibilities of the company and responsibilities of the individual
- Key Terms and Definitions
 - Personal data
 - Sensitive personal data
 - Data subject
 - Data controller
 - Data processor
 - Processing
 - Subject access
 - Recipient
 - The third party to whom the data is disclosed.
 - Computers and other retrieval systems
 - Manual records (relevant filing system)
- The Principles of Data Protection
 - Lawful acquisition and processing of information
 - Purpose of collection of data
 - Adequacy and relevance of data
 - Up to date information
 - 'Shelf-life' how long can data be kept?
 - Considering individual's rights
 - Security of information – to prevent loss or unauthorised disclosure
- Geographical constraints on the use of data
- Fair and Lawful Processing
 - Personal data
 - Personal Sensitive data
 - 'Opt out'
 - Conditions for Sensitive Personal data
- The Rights of the Individual
- Eight key principles of data protection

Duration

Half day