



## **Data Protection**

**Length of course: 1/2 day**

### **Is this the right course for me?**

This course is suitable for all staff who deal with information - from databases to personnel records – and need to be aware of the legislation surrounding data protection.

### **Pre-Course Requirements**

There are no formal requirements for learners who want to attend this course.

### **What will I learn about?**

This informative course covers the following key areas :

#### **Introduction to the Act**

- What is the Act all about?
- What are the main “principles” from the Act?
- What “terminology” is used
- What does this terminology all mean?
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#### **Why the Act is in place**

- Why – the reasons?
- Who does it affect?
- Who will be able to process the information?
- What “sensitive” type of information is protected?

#### **Rights**

- What rights do affected people have?
- Are there any exemptions within the Act?
- What are the exemptions?
- Why these exemptions?

#### **Control and Enforcement**

- Who enforces the Act?
- Why is it enforced?
- How is it enforced?
- Can the enforcement be cancelled?
- What happens to the affected individuals when this happens?

### **How will I learn?**

You will learn by listening to talks, group discussions, course related in-class activities and question and answers.

**Will I gain a qualification?**

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

**What can I do next?**

Institute Leadership & Management Effective Team Member Skills Award or Team Leader Award - please ask the skillscentre:mk team for more details.

Other course information can be found on [www.nextstep.org.uk](http://www.nextstep.org.uk) or with a NEXT STEP advisor.

**What do I need to bring to classes?**

Note pad and pen.

**Can I talk to someone about my course before I start?**

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query

**If you need to contact us:**

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