

Recruitment Law: (General Data Protection Regulation) GDPR programme outline

The Institute of Recruitment Professionals (IRP) is one of the most respected and widely recognised training providers in the recruitment industry. We make our aim very clear: to understand you and your business, and how it ticks, providing support in the way you need it.

Duration:

Half day

Aims & Objectives:

By the end of the course the individual will be able to:

- Understand the background to the GDPR and the terminology used in the GDPR
- Be able to explain the six data protection principles
- Understand the new principle of accountability and how to comply with record requirements and reporting obligations under GDPR
- Be able to explain the key categories of personal data and how the changes to consent affect our processing of personal data
- Understand how a business can lawfully process personal data under GDPR and be confident to review and consider updates to existing privacy notices and data protection policies
- Explain the rights of individuals in respect of their personal data
- Be able to recognise and manage a subject access request from an individual under GDPR
- Understand how existing rules for unsolicited marketing activities will be affected by GDPR in the future
- Understand the new rules for notification of breaches of security and be able to review existing security measures in place to mitigate future breaches of security
- Be able to consider whether their business needs to be registered with the supervisory body (ICO) and whether or not their business requires the appointment of a Data Protection Officer (DPO)
- Be able to explain the process for transferring personal data to a country outside of the EEA and apply what steps their business should take to protect the individual's personal data
- Understand the role and obligations of the DPO, the controller and processors under GDPR and be able to apply what steps their business should take to mitigate their liability under GDPR
- Be able to explain the powers of the supervisory body (Information Commissioner), sanctions, and the changes to fines under GDPR
- Be able to outline the key steps their business should undertake now to prepare for GDPR, to maintain compliance after May 2018

- Understand the concept of privacy by design and privacy impact assessments and be able to identify situations where a privacy impact assessment may be required.

Course Content:

- Background to GDPR and Definitions
- Key differences between the Data Protection Act 1998 (DPA) and the GDPR
- The principals of GDPR
- Accountability; records and reporting requirements under GDPR
- Categories of personal data
- Changes to processing personal data on the basis of consent
- Rules on lawful processing of personal data under GDPR
- Rights of individuals (data subjects) under GDPR
- Subject Access Requests
- Impact of GDPR on direct marketing rules (ePrivacy Regulation)
- Notification of personal data breaches
- Transfer of personal data outside of the EEA
- Role and Responsibilities of the DPO, Controller and Processor
- Information Commissioner (ICO) powers and sanctions
- Steps to take now to prepare for GDPR
- Concept of privacy by design and privacy impact assessments

Target Audience details:

All businesses that collect, process, and or retain personal data of individuals as a matter of course in their business activities. The course is aimed at any person who has or will have responsibility for reviewing, implementing, and or maintaining compliance with GDPR in their business. This course is also suitable for any person within a business who processes personal data on a day to day basis in the delivery of their services and wishes to increase their knowledge and understanding of GDPR and how it impacts their day to day business activities.

How learning & understanding will be monitored and assessed during course delivery:

- Feedback on your live report and project progress will be given by the group
- Extensive trainer support will be provided to enhance learning application
- Practical (industry relevant) scenarios and discussion groups are used to improve accountability and compile personal and team action plans
- Commitment will be gained to on-going completion of a live report and business project over the duration of the programme.

Encouraging learning application:

- Delegate briefing pre course with line manager using course overview and personal development plan (PDP) as a template
- Final exercise on the programme will identify intended workplace actions and highlight the live report for the next programme
- Completion of Personal Development Plan (PDP) and personal action plan with line manager post course.