

## Data Protection

This programme will provide a thorough insight into data protection, covering the essential facts on the Data Protection Act 1998, including its overarching principles and what organisations must do to comply with them. At EduCare we ensure that all of our training programmes are written and endorsed by experts. This programme is accredited by Secured by Design and meets Police approved standards.



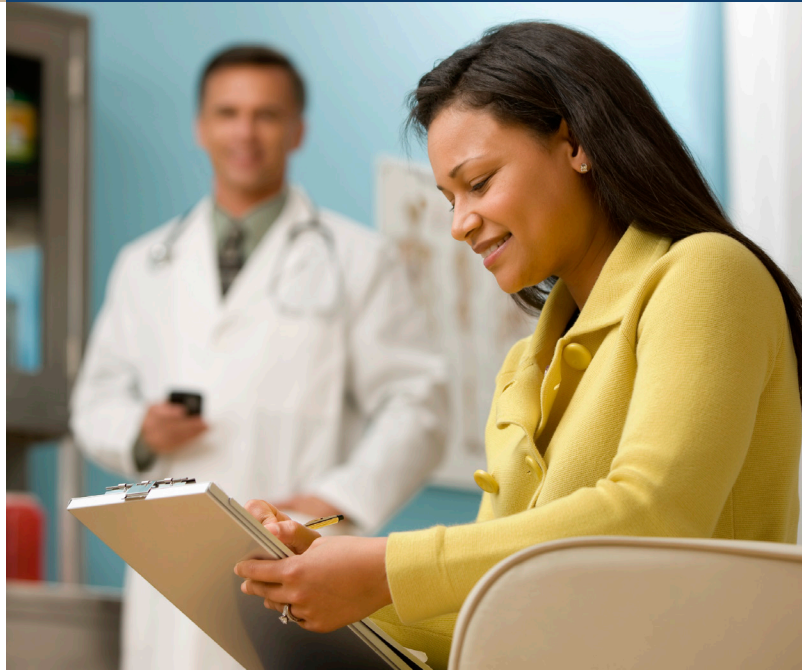
### Key features

- Level 2 programme (as graded against the nationally accepted levels and equivalent to GCSE grades A\* - C).
- Two modules with multiple choice questionnaires.
- Two CPD hours with a personalised downloadable certificate.
- Optional narration of each module for accessibility.
- 70% pass mark.
- The product is accredited by Secured by Design and meets Police approved standard.

### Programme objectives

This programme provides a thorough understanding on data protection to help introduce new recruits to the subject or act as a refresher for current employees.

1. Insight into the Data Protection Act 1998.
2. Understand who the Act applies to and its overarching principles.
3. Learn what organisations must do to comply with it.
4. Understand the Freedom of Information Act, its principles and how it affects data protection.
5. Recognise Caldicott Guardians and the role they play.



### Target audience

This programme can help introduce new recruits to the subject of data protection or act as a refresher for current employees.





## Module content:

### 1. About the Data Protection Act

- The principles of the Data Protection Act 1998.
- The purpose of the Act.
- The requirements and extra rules for organisations that hold sensitive information.
- What needs to be considered when processing personal information.

### 2. Information requests and the basics of confidentiality

- What is required to protect personal information online.
- Handling information requests and charging for them.
- The Freedom of Information Act 2000 and how it affects data protection.



## Why choose us?

“ Everyone completes the programme within their first week. They like how they can train at their own pace and that they can print off their certificate of completion. ”


Anne Lovering  
Head of Learning and Development, Edinburgh Leisure



“ An excellent and very thorough program, I have done others on this topic by other providers and this surpasses them and felt much more thorough. ”

Vicky Bell,  
Aggie Westons (Chaplaincy Royal Navy) Naval Chaplaincy Service



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