

# ENGAGING, RELEVANT, COST EFFECTIVE TRAINING

## Data Protection and the GDPR for Schools (Level 1)

£15  
ONLY



**Regulatory Compliance**  
Data Protection and the GDPR for Schools and Childcare Providers  
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### How personal data is protected by the GDPR

Data controllers are responsible for demonstrating compliance with seven data protection principles.

These principles are the rules for storing and processing personal data. If the data controller does not follow the 7 principles, it is not complying with the GDPR and, as a consequence, it is breaking the law.

Each principle will be explained in the next topic.  
*Click NEXT to move on.*

- 1 Personal data shall be processed lawfully, fairly and in a transparent manner
- 2 Personal data shall be collected for specified, explicit and legitimate purposes
- 3 Personal data must be adequate to their intended use and kept to a minimum
- 4 Personal data must be accurate and up-to-date
- 5 Personal data should be kept for no longer than is necessary
- 6 Personal data shall be processed in a manner that ensures security of the personal data
- 7 The controller is responsible for, and can demonstrate, compliance with the other 6 principles



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### Personal data covered by the GDPR

#### CCTV

Capturing and/or recording images of identifiable individuals is processing personal information and it needs to be done in line with the data protection principles.

Staff, children and visitors should be informed why their personal information is collected in the form of CCTV images, e.g. to help maintain good order on the premises.

*Click NEXT to move on.*

 CCTV cameras should only be used where they are needed for a stated purpose and where they do not unnecessarily intrude on anyone's privacy

The General Data Protection Regulation, or GDPR for short, is the biggest change to data protection law for a generation. Our online Data Protection and the GDPR (Level 1) training will make you aware of the General Data Protection Regulation, why it is needed, and how it impacts schools and childcare providers.

The Level 1 training is suitable for individuals who need to be aware of the data protection regulations and how personal data must be treated, but whose work does not involve access to sensitive personal data.

The training incorporates guidance provided by the Information Commissioner's Office (ICO) and the EU's Article 29 Working Party.

**The approximate duration of this training is 40 minutes.**

## PURCHASING FOR YOUR ORGANISATION

If you are buying for your organisation rather than for yourself, it is simple for you to add learners, assign training and print certificates. You will have a dashboard to monitor learner progress and attainment.

Our training licences **don't expire** and are only assigned to a learner the first time they launch the training. Substantial discounts are applied to bulk purchases and annual licences are also available.

The course has been certified by the CPD Certification Service.

The course assessment is generated from question banks so will change each time it is taken. A certificate, with CPD logo, is available for download on successful completion of the assessment.

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# ENGAGING, RELEVANT, COST EFFECTIVE TRAINING

## Data Protection and the GDPR for Schools (Level 1)

### BACKGROUND TO THE GDPR

- Why it is necessary to protect personal data
- Where the GDPR applies
- What is meant by the terms data and personal data
- Why protecting the personal data of staff and children is essential

### PERSONAL DATA COVERED BY THE GDPR

- The categories of personal data covered by the GDPR
- The difference between personal data and sensitive personal data
- When IP addresses, usernames and other online identifiers qualify as personal data under the GDPR

### HOW PERSONAL DATA IS PROTECTED BY THE GDPR

- The purpose of the GDPR
- Who is responsible for enforcing the GDPR
- The information that must be provided when registering with the ICO
- What is meant by the terms Data Controller, Data Processor and Data Subject

### THE 7 DATA PROTECTION PRINCIPLES

- The purpose of the data protection principles
- An overview of the 7 data protection principles

### THE 8 RIGHTS OF DATA SUBJECTS

- What data subject rights are
- The 8 data subject rights
- Examples of when a data subject might exercise his/her rights
- What can happen if a data subject's rights are ignored

### EXEMPTIONS AND PARTIAL EXEMPTIONS FROM THE GDPR

- What is meant by the terms exemption and partial exemption in the context of data protection
- Examples of exemptions and partial exemptions

### DATA BREACHES AND THE GDPR

- What is meant by a breach of personal data
- Examples of situations when a breach needs to be reported
- Who a breach must be reported to and the timeframe within which it must take place

