

Course Title	DPA Briefing	Duration	two x half day sessions	General
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> ✓ state the rules on collecting and retaining information supplied by a data subject ✓ state the processes to follow when a data subject requests information ✓ demonstrate their understanding of the circumstances under which information can or cannot be disclosed 			
Prerequisites	None			
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Rules	To understand the rules on collecting and retaining information supplied by a data subject	<ul style="list-style-type: none"> ◆ The Data Protection principles ◆ Schedules 2 & 3 ◆ Collection and retention 		
Processes	To know the processes to follow when a data subject requests information	<ul style="list-style-type: none"> ◆ Fair and Lawful processing ◆ Data sharing policy ◆ Statutory requirements 		
Disclosure	To know the circumstances under which information can or cannot be disclosed	<ul style="list-style-type: none"> ◆ Data protection exemptions ◆ Confidentiality ◆ Data protection offences ◆ Giving out personal information ◆ Case Law 		
Book this course now :				
Cost	Price Code A			
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