

THE GENERAL DATA PROTECTION REGULATION

HIGHFIELD ELEARNING

SHORT COURSE

FACT SHEET

- Quick and Easy
- Flexible and Accessible
- Saves Time and Money
- Audited and Approved
- Accredited Option
- Bite-Size Sessions
- No Social Distancing



KEY DETAILS AT A GLANCE

Duration	20 - 40 minutes
Audience	All staff who handle data.
Prerequisites	No prior knowledge needed
Certificated	Yes - Highfield Completion Certificate
Compatibility	Laptop/Desktop PC Internet Explorer 11 Microsoft Edge Google Chrome Mozilla Firefox Apple iMacs/Macbooks Safari Google Chrome Mozilla Firefox iPads Safari Google Chrome for Tablets Android/Windows based tablets Internet Explorer 11 Google Chrome for Tablets Mozilla Firefox Microsoft Edge

NOTE: Enabling JavaScript and a stable broadband connection are required.

ABOUT THE COURSE

The General Data Protection Regulation (GDPR) came into effect on 25 May 2018. It strengthens existing legislation on how businesses store and process data.

Ensuring your business is up to speed with GDPR is essential, not only to protect your customers' data but also to protect your business from fines, penalties and reputational damage.

This course is ideal for employees in busy workplaces who need to get up to speed quickly with the requirements of GDPR. It is particularly useful for employees responsible for managing or accessing databases.

AREAS COVERED

The modules of this short course include:

- What the GDPR is and how it affects how your business collects data
- The principles behind how you should process client data
- The rights of individuals over their data including subject access requests and the right to be forgotten
- The GDPR requirements for your organisation
- What data and personal data is
- Data breaches and penalties

ASSESSMENT AND CERTIFICATION

Candidates will be assessed by a series of multiple-choice questions upon the completion of each of the modules. Subject to satisfactory completion, candidates are given access to an electronic Highfield quality endorsed certificate of completion (in PDF format), which they are able to print.

WHAT NEXT?

If you'd like to purchase this eLearning course, call us on:

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