

Data Protection (GDPR), Freedom of Information and Information Management

Aim

1. Understand roles and responsibilities under FOI and DP
2. Discuss the impact of the GDPR
3. Consider what they need to do next

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

The workshop is PowerPoint free and immersive learning techniques will be used to encourage active learning. The following tools and methods will be utilised:

- **Scenarios:** Scenarios will be used to illustrate and explore the points being made.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants
- **Q&A**

Sample Programme

- 09.30 – 10.00 REGISTRATION AND REFRESHMENTS
- 10.00 – 11.30 Introducing FOI and Data Protection**
- Introductions, course aims and resources
 - Setting the Scene
 - Introduction to FOI & DP
 - Key definitions
 - Grounds for processing & Exemptions
 - The Data Protection Principles
- 11.30 – 11.45 MID MORNING REFRESHMENTS
- 11.45 – 12.45 GDPR - The Changes**
- GDPR Obligations for Data Controllers – Data Protection Officers; notification; Data Subject Rights and changes to charging; data breach reporting
 - Privacy by design and Privacy Impact Assessments
- 12.45 – 1.15 Managing Information & Personal Data**
- Carrying out an audit of information assets
 - FOI and SARs Requests
- 1.15 – 2.15 Lunch (Afternoon tea served during sessions)

2.15 – 3.15 Data Protection compliance: what you should be doing now

- Your action list: essential steps to achieving full compliance
- Keeping data protection awareness high

3.15 – 3.45 Finding solutions to FOI & Data Protection issues

- A chance to apply the knowledge gained today by reviewing common FOI & data protection 'hot spots' and exploring solutions
- Your chance to get answers to your own questions and concerns*

3.45 – 4.00 Evaluation

- Course evaluation
- Course close

4.00 END