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Online Course
Data Protection at Work



Data Protection at Work

It is vital that those who collect and use personal data maintain the confidence of those who are asked to provide it. This doesn't just mean data stored on a computer, and typically refers to information such as names, addresses and telephone numbers. The Data Protection Act 1998 provides a means to ensure confidence is maintained.

This course will provide you and your workers with a general overview of the Data Protection Act (DPA) and its implications in the workplace. The training material is followed by a short assessment to ensure thorough understanding.

On completing the training you will:

- Be aware of various key definitions relating to data protection.
- Understand the purpose of the Data Protection Act.
- Understand the 'Eight Principles' of the Act.
- Be able to describe what these principles mean to you in your role.
- Appreciate the key concerns for data protection relating to a number of different sectors.
- Understand how data protection matters are enforced & what is done when data breaches occur.

This course is reviewed on a regular basis and updated as necessary.

Accreditation

The content of this course has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

Duration

Approximately 1 - 2 hours. The length of time taken depends entirely on how quickly you can study and absorb the material. You can proceed as quickly or slowly as you like, and there is no limit on how long you can take to do the course.

Target Audience

This module is suitable for anyone within a work situation who handles personal data. For example people working in offices and call centres.

Entry Requirements

There are no specific entry requirements for this course.

Cost



Discounts are available for multiple users (10 or more) for more information please contact info@pathwaygroup.co.uk or telephone us on: 0121 707 0550
Please Note that this is an online course

