

DPO CPD programme: Foundation course led by Dai Durbridge

Designed and delivered by Dai Durbridge, this Foundation course is devised and led by education data protection lawyer, Dai Durbridge who will provide you with all you need to know to carry out your role and stay up to date throughout the year. Delivered remotely via Zoom the interactive and engaging course is limited to around 30 delegates per course.

With 19 hours of contact time over five months, this bite-sized approach to learning provides:

- nine two-hour sessions of interactive training; and
- one one-hour sessions in the middle the course

to help embed learning, create space for discussion with other DPOs, and to ensure all your questions are answered.

1. Undertaking your DPO role (2 hours)

- Understanding the role of the DPO
- Meeting your objectives and managing your fears
- Learning from others: 10 top tips
- Navigating hurdles and blockers

2. Legal foundation stones – part one (2 hours)

- The data protection principles and why they matter
- The six lawful bases for processing data

3. Legal foundation stones – part one (2 hours)

- Understanding the rights of the data subject
- The role of the ICO and how to make best use of them
- Getting your external support right

4. SARs and breach: the two big issues (2 hours)

- **SARs** - Managing subject access requests and reducing the personal data you hold
- **Data breach** - Containing, reporting, and managing data breaches in your setting
- Learning from breaches and near misses in education

5. Mid-course round up and review (1 hour)

- Embedding sessions 1-4
- Your varied data protection questions answered
- Group discussion on any issue

6. How to evidence compliance (2 hours)

- Policies, procedures, notices, consents, and other core documentation
- Effective and measurable staff training

- Evidencing practice on the ground
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7. Data breach in practice: case study deep dive - part one (2 hours)

- Learning from education data breaches: how to avoid the most frequent and dangerous breaches
 - Personal and special category personal data breach involving 100+ individuals
 - Assessing, understanding and containing the breach
 - Managing affected individuals
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8. Consent: when and how best to use it (2 hours)

- Relying on other lawful bases instead
 - Correct forms, clear process
 - Parent or child? From whom to obtain consent
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9. Changing culture to succeed in your role (2 hour)

- Influencing a culture change
 - Nurturing your internal allies
 - Appointing a Data Protection Board Lead
 - Developing your own networks
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10. Learning into practice: Case study session (2 hours)

- What would you do...?
 - End of course round up, review and planning your next steps
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