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# DPO CPD programme:

## Foundation course

Designed for new and inexperienced Data Protection Officers (DPO), 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 with confidence.

Delivered remotely via Zoom the interactive and engaging course is limited to 30 delegates per course. With 17 hours of contact time over five months, this bite-sized approach to learning provides:

- Eight two-hour sessions of interactive training; and
- One one-hour review session in the middle the course.

This format is optimised to embed learning, create space for group discussion and to ensure all of your questions are answered.

## Course Programme

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<b>1. Undertaking your DPO role (2 hours)</b>	<ul style="list-style-type: none"><li>• Understanding the role of the DPO.</li><li>• Meeting your objectives and managing your fears.</li><li>• Learning from others: 10 top tips.</li><li>• Navigating hurdles and blockers.</li></ul>
<b>2. Legal foundation stones: Part one (2 hours)</b>	<ul style="list-style-type: none"><li>• The data protection principles and why they matter.</li><li>• The six lawful bases for processing data.</li></ul>
<b>3. Legal foundation stones: Part two (2 hours)</b>	<ul style="list-style-type: none"><li>• Understanding the rights of the data subject.</li><li>• The role of the ICO and how to make best use of them.</li><li>• Getting your external support right.</li></ul>
<b>4. SARs and breach: the two big issues (2 hours)</b>	<ul style="list-style-type: none"><li>• <b>SARs</b> - Managing subject access requests and reducing the personal data you hold.</li><li>• <b>Data breach</b> - Containing, reporting, and managing data breaches in your setting.</li><li>• Learning from breaches and near misses in education.</li></ul>
<b>5. Mid-course round-up and review (1 hour)</b>	<ul style="list-style-type: none"><li>• Embedding sessions 1-4.</li><li>• Your varied data protection questions answered.</li><li>• Group discussion on any issue.</li></ul>

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**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.

**7. 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.

**8. Changing culture to succeed in your role  
(2 hours)**

- Influencing a culture change.
- Nurturing your internal allies.
- Appointing a Data Protection Board Lead.
- Developing your own networks.

**9. Learning into practice: Case study session  
(2 hours)**

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