

Certificate in Understanding Data Protection & Data Security Level 2

Programme Information

KEY INFORMATION

Content:

- Understand current data protection legislation
- Lawful basis for processing data
- The role of a data protection officer
- Organisational procedures concerning data
- Electronic threats
- Consequences of not protecting data

Delivery Options:

- Online self directed study
- Online 2 x 3 hour workshops
- Site based 1 day workshop

Assessment:

- Online workbook submission

Quote & Booking:

info@tsplearn.co.uk

What does this programme cover?

An introduction to data protection and data security. Ensuring a clear understanding of current legislation, procedures that organisations should follow and the consequences of not protecting data when faced with electronic threats.

Who is the programme suitable for?

- In most organisations it is sensible for all staff members to have a good understanding of legislation and good practice in this area. In the modern world, cyber attacks and hacking are real threats for organisations and this programme provides a way to ensure a consistency of knowledge and understanding.

How is the programme delivered?

We have a range of flexible learning options that include:

- Online self study - candidates usually complete learning and assessment activities within 1-2 months.
- Online workshops - 2 x 3 hour workshops delivered within an online learning classroom or using your own preferred platform.
- Site based workshop - 1 day workshop delivered at your preferred site location.

How is the qualification structured & assessed?

This qualification consists of 4 units that are assessed by completing online assessment workbooks.

What related training/qualifications could candidates progress to?

Candidates completing this qualification could consider a wide range of further study including:

- Certificate in Information, Advice or Guidance Level 2.

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Programme Content

TSP's accredited qualifications are underpinned by high quality online training and assessment materials. Our delivery team consists of experienced training consultants that provide your teams with the breadth of support that they need to ensure success. In addition, if you choose to use our delivery teams, we will ensure that we tailor and contextualise content to reflect your business needs.

All programmes are available throughout the year. We work with you to coordinate the dates and modes of delivery (online or site based) that you need. For further information or to discuss your needs, please get in touch using the contact information below.

Data Protection & Data Security

- Data protection legislation.
- General data protection regime.
- Lawful basis for processing data.
- Role of a data protection officer.
- Procedures for recording, storing and disposing of data.
- Protecting stored data.



Threats & Consequences of Not Protecting Data

- Understand threats to ICT systems and data.
- Electronic threats:
 - Hacking
 - Social Engineering
 - Viruses
 - Malware
 - Spyware
- Impact on individuals
- Impact on organisation
- Steps to take to protect data.

Would your organisation benefit from...

- Assessing the level of digital/ICT skills across the workforce?
- Addressing English and Maths skills across the workforce?
- Providing flexible learning opportunities for staff to upskill in any of these areas?
- We can help, contact us today.

We also provide:

Levy Funded Apprenticeship Delivery

- Leadership & Management Level 3-5
- Customer Service Level 2-3
- Business Administration Level 3
- Facilities Management Level 2-4
- Security Management Level 3
- Passenger Transport Operations/Management Level 2-4

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