

Practitioner Certificate in  
**Data Protection**



**25** hours CPD

# Gain a recognised professional qualification in data protection!

**The Practitioner Certificate in Data Protection** is the practical qualification for those that work in the fields of data protection and privacy. Successful completion of the Practitioner Certificate in Data Protection Programme demonstrates to employers and others that the candidate possesses a solid knowledge of data protection law, as well as an understanding of the practical implications for organisations of the legal requirements.

## The Programme

Individuals wishing to gain certification must complete the three elements of the Programme:

- 5 days face-to-face teaching
- study of course materials
- the Examination - held each June and December in London

The tuition section of the Programme requires candidates to attend four one-day Compulsory Courses and one one-day Elective Course (see boxes below).

<b>Compulsory Courses</b> candidates must attend all 4 courses	<b>Elective Courses</b> candidates must choose 1 course
<ul style="list-style-type: none"><li>■ <b>Data Protection Essential Knowledge - Level 1</b></li><li>■ <b>Data Protection Essential Knowledge - Level 2</b></li><li>■ <b>Handling Subject Access Requests</b></li><li>■ <b>Data Security</b></li></ul>	<ul style="list-style-type: none"><li>■ <b>Data Protection in the Workplace</b></li><li>■ <b>International Data Transfers</b></li><li>■ <b>FOI and Data Protection - how they work together</b></li></ul>

Each course is held in several cities throughout the UK at various times of the year. An exemption from the requirement to attend Data Protection Essential Knowledge - Level 1 is available to candidates who already possess a sufficient level of knowledge of the basics of data protection. Candidates wishing to apply for the exemption must submit a letter signed by their current or previous employer stating that they have worked in the field of data protection for at least two years.

## The Fee

£1,995 plus VAT (fully inclusive of tuition, materials and the Examination). A reduced fee of £1,745 plus VAT will apply for candidates that are exempt from attending Data Protection Essential Knowledge - Level 1.

Candidates who have already attended any of the Compulsory or Elective courses are not required to attend them again - a discount of £250 per course already attended will be applied to the Programme fee.

Applications for the Programme can be made by contacting PDP at **+44 (0)845 226 5723**.

**The syllabus for the Practitioner Certificate in Data Protection Programme has been designed in consultation with the Information Commissioner's Office and the Programme is accredited by The Law Society**

For more information please visit **[www.dataprotectionqualification.com](http://www.dataprotectionqualification.com)**

# Syllabus

## The content of the courses that comprise the Practitioner Certificate in Data Protection Programme is the following:

### Data Protection Essential Knowledge – Levels 1 & 2 (Compulsory)

- the main definitions – ‘personal data’, ‘data subject’, ‘data controller’, ‘data processor’
- the distinction between electronic and manual records
- the requirements for using ‘sensitive personal data’
- introduction to individuals’ rights – subject access, cessation of direct marketing, automated decisions
- data retention – the restrictions on keeping data, and how to establish a retention schedule
- transferring data to third parties – the legal requirements
- the main exemptions in the DPA
- criminal offences and penalties
- using data for marketing, including drafting opt-out and opt-in clauses, and the different rules that apply to different media
- an introduction to the restriction on cross border data transfers
- using data processors and sub-processors for outsourcing
- the role and powers of the Information Commissioner’s Office
- the Notification system
- risk assessments – the basics of when and how to carry out a risk assessment

### Handling Subject Access Requests (Compulsory)

- determining whether a valid request has been made and liaising with the applicant to clarify the request
- time limits and fees
- analysing whether any manual (paper) records fall within the request
- setting parameters for the search for information and collating the results
- establishing whether the retrieved information is personal data
- dealing with third party information and applying relevant exemptions
- presenting the response to the applicant and managing dissatisfied recipients
- establishing a policy for handling subject access requests

### Data Security (Compulsory)

- analysis of the practical application of the Seventh Data Protection Principle
- relevant guidance from the Information Commissioner’s Office
- the law of confidentiality and its relevance to data security
- data security implications of using external contractors and outsourced service providers
- the legal and commercial consequences of data security breaches
- managing a data security breach – law and best practice

- Information security standards, including ISO27001
- encryption of portable electronic devices
- staff vetting and testing

### Data Protection in the Workplace (Elective)

- ensuring that the recruitment and selection process meets the legal requirements, including the content of application forms, pre-employment vetting, criminal records, medical checks and the interview process
- setting appropriate periods of time for keeping staff information
- dealing with access information requests from staff
- disclosing staff information to third parties
- references and the rights of ex-members of staff
- monitoring
- handling relevant sensitive information
- handling mergers, acquisitions and restructuring
- outsourcing functions to third party providers
- the Information Commissioner’s Employment Code

### International Data Transfers (Elective)

- analysis of the restrictions in the Eighth Data Protection Principle including what amounts to a ‘transfer’
- consideration of the distinction between ‘safe’ and ‘non-safe’ countries
- detailed consideration of the derogations and exemptions, including consent, contractual necessity, ‘model contracts’, binding corporate rules and ‘safe harbor’
- when to consider making an ‘assessment of adequacy’
- determining the most practical and cost effective method to achieve data export goals
- security implications of using foreign service providers such as offshore call centres

### FOI and Data Protection - how they work together (Elective)

- determining what is personal data in the context of FOI requests
- determining whether a request should be dealt with under the Data Protection Act 1998, the Freedom of Information Act 2000 (‘FOIA’), or the Environmental Information Regulations 2004
- interpretation and practical application of section 40, FOIA
- the legal principles governing access to third party personal data
- applying relevant FOIA exemptions
- disclosing staff information to outside third parties
- analysing the practical implications of key decisions of the Information Commissioner and Tribunal
- disclosing third party data of professionals in the fields of health, education and social work

To book your place on the Programme, visit [www.dataprotectionqualification.com](http://www.dataprotectionqualification.com) or call PDP Training on +44 (0)845 226 5723

## The Examination Board

The Examination Board for the Practitioner Certificate in Data Protection is comprised of the following data protection and privacy experts:



**Peter Carey**  
Solicitor, Charles Russell  
(Head of the Examination Board)



**Damien Welfare**  
Barrister, 2-3 Gray's Inn Square



**Phil Jones**  
Assistant Information  
Commissioner, ICO



**Grant Campbell**  
Partner, Brodies



**Suzanne Rodway**  
Global Head of Data Privacy, Barclays



**Ashley Roughton**  
Barrister, Hogarth Chambers

## The Trainers

The Trainers for the Compulsory and Elective courses are the following privacy and data protection experts:



**Peter Carey**  
Solicitor, Charles Russell  
Data Protection Essential Knowledge –  
Level 1



**Grant Campbell**  
Partner, Brodies  
Data Security



**Damien Welfare**  
Barrister, 2-3 Gray's Inn Square  
FOI & Data Protection –  
how they work together



**Christine O'Neill**  
Partner, Brodies  
FOI & Data Protection –  
how they work together



**Phil Tompkins**  
Director, Dickinson Dees LLP  
Data Security



**Nick Graham**  
Partner, SNR Denton  
Handling Subject Access  
Requests



**Gabriella Wright**  
Employment Law Specialist  
Data Protection  
in Employment



**Stephanie Pritchett**  
Partner, Pritchetts  
Data Protection Essential Knowledge –  
Level 2



**Eduardo Ustaran**  
Partner, Field Fisher Waterhouse  
International Data Transfers