

DPO Continuous Development Programme

Foundation course agenda

Running over four months, our Foundation DPO Continuous Development Programme is led by data protection expert and education lawyer Dai Durbridge. He 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 30 delegates per course and covers:

September 2022

28 September: 2 hour session

Undertaking your DPO role

- Understanding the role of the DPO
- 10 top tips from the first four years of GDPR
- Managing hurdles and blockers

30 September: 2 hour session

Legal foundation stones - Part One

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

October 2022

13 October: 2 hour session

Legal foundation stones Part Two

- The rights of the data subject
- The role of the ICO
- Your external support

November 2022

17 November: 1 hour session

One-hour free form Q&A

December 2022

1 December : 2 hour session

The two big issues

- **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

15 December: 2 hour session

How to evidence compliance

- Policies, procedures, notices, consents and other core documentation
- Effective and measurable staff training
- Evidencing practice on the ground

January 2023

12 January: 2 hour session

One-hour free form Q&A

26 January: 2 hour session

When and how to use consent in your setting

- Relying on other lawful bases instead
- Correct forms and clear procedure
- From whom to obtain consent

February 2023

2 February: 2 hour session

Changing culture to succeed in your role

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

9 February: 1 hour session

One hour free form Q&A

16 February: 2 hour session

Learning into practice case study session

- What would you do...?
- Course wrap up and planning next steps