

# DPO Continuous Development Programme

## Intermediate course agenda

Running over four months, our Intermediate DPO Continuous Development Programme is led by data protection expert and education lawyer Dai Durbridge. He will provide you with all you need to 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:

### March 2023

For the first month, we revisit some key foundation stones of GDPR knowledge and focus on the most frequent issues arising in schools and academies over two, two-hour sessions and a one-hour wrap up.

**15 March - 10.00am - 12.00pm**

#### Undertaking your DPO role

- The lawful bases for processing data
- Obtaining, recording and using consent
- Managing biometric data

**22 March - 10.00am - 12.00pm**

- Best practice for physical audits
- Reporting to your board - actions, outcomes and expectations

**29 March - 10.00am - 12.00pm**

Launch programme wrap-up: One-hour wrap up session to revisit the topics covered and to

### April 2023

**19 April - 10.00am - 12.00pm**

- Understanding and responding to subject access requests in your setting

**26 April - 10.00am - 12.00pm**

- Retention and destruction of personal data - procedure, process and safe destruction
- Email storage and destruction
- Data Minimisation

### May 2023

**10 May - 10.00am - 11.00am**  
One-hour free form Q&A

**17 May - 10.00am - 12.00pm**

- Effective staff training and updating - discharging your duty and evidence
- The ongoing culture challenges
- The carrot, the stick and using your disciplinary policy

**24 May - 10.00am - 11.00am**  
One-hour free form Q&A

### June 2023

**7 June - 10.00am - 12.00pm**

- Data Protection Impact assessments - the when, the how and why
- Sharing data safely
- Managing police disclosure requests

**14 June - 10.00am - 11.00am**  
One-hour free form Q&A

### July 2023

**5 July - 10.00am - 12.00pm**

- Managing complex data breaches, including reporting, remedying and learning/improving

**12 July - 10.00am - 11.00am**  
One-hour free form Q&A