



Certificate in Data Protection Compliance



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The **Certificate in Managing Data Protection Compliance** is the first qualification of a suite of 3 data protection qualifications designed to help practitioners apply UK data protection legislation. The courses are continually reviewed and updated to ensure they reference current UK data protection and associated legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

1. Learning Objective

All qualifications in this suite have been developed based on learning outcomes and performance criteria, which means that those completing the courses will be able to demonstrate specific competencies. See Section 10 for information on learning outcomes.

The primary learning objective of this qualification is to enable those attending to develop a basic knowledge of data protection legislation that they are able to apply to simple, common scenarios.

The **Certificate in Data Protection Compliance** is certificated and quality assured by the SQA, one of the UK qualifications regulators. This qualification has been credit rated as a level 6 on the Scottish Credit and Qualification Framework, which is equivalent to level 3 on the Regulated Qualifications Framework and level 4 on the European Qualifications Framework.

2. Award Structure

This award consists of 1 unit:

- Data Protection Compliance — covers the fundamental concepts of data protection law including key definitions and the data protection principles, and looks at basic measures organisations can take to comply with relevant parts of the legislation.

3. Target Audience

This qualification is suitable for anyone who wants to develop foundation level competencies in data protection, together with those who require a basic understanding of the legislation. Suitable candidates may have some data protection responsibilities within their team or department.

4. Course Prerequisites

There are no prerequisites for this course. Candidates will require a good standard of written English language skills to complete the assessment.

5. Topics Covered

The award has been developed to meet specific learning outcomes (See Section 10). The topics covered by the **Certificate in Managing Data Protection Compliance** are:

- An overview of current applicable data protection and associated laws, how they interact, and the impact each has on data protection compliance;
- Development of data protection legislation in the UK and the key

drivers that have led to the changes in law;

- The fundamental concepts and requirements of data protection legislation including:
 - Key definitions
 - Data protection principles and the lawfulness of processing, including consent
 - Special categories of personal data and criminal convictions and the requirements for processing this type of personal data;
- The requirements for providing information (privacy notices) and the data subject's rights of access.
- The course will also provide an overview of:
 - Other rights of the data subject including the rights of: rectification, erasure, restriction of processing, data portability, object, and the right not to be subject to automated decision making. The right to complain and to compensation will also be covered;
 - The responsibilities of controllers;
 - Information security and managing personal data breaches;
 - Data protection impact assessments;
 - Data Protection Officers;
 - Transfers of personal data to third countries or international organisations
 - The role of the Information Commissioner's Office (ICO);
 - Key codes of practice and associated legislation, including how to meet compliance standards in practice. Topics include marketing, the considerations for lawful information sharing, managing employees, and different aspects of monitoring.

The syllabus is regularly reviewed to ensure it remains current in the context of UK data protection legislation. Detailed performance criteria is available for those attending the courses.

6. Delivery Format

The **Certificate in Data Protection Compliance** is a one-day, tutor-delivered course. Courses are scheduled in locations across the UK and can also be delivered in-house.

7. Assessments

To achieve the **Certificate in Data Protection Compliance**, candidates must pass the unit assessment which is to be completed on the day of the course. The assessment is structured as follows:

- **Certificate in Data Protection Compliance** — a closed book, multiple choice examination with 40 questions, held at the end of the day. Candidates have one hour to complete the paper and the pass mark is 28 out of 40 (60%).

8. Reasonable Adjustments

Tkm will always endeavour to make reasonable adjustments for candidates during both course delivery and assessment to support their learning, in accordance with awarding body and centre policies. If you require any type of additional support either during course delivery or for completing the assessments please inform **Tkm** as soon as possible.

9. Feedback

At **Tkm** we strive to continuously improve all products and services, and welcome feedback. If there are ways in which you think our qualifications can be developed to better suit your needs, please let us know.

10. Summary of Learning Outcomes

The **Certificate in Data Protection Compliance** consists of 1 unit. The learning outcomes are detailed in the table below and the associated performance criteria is available on request.

Unit 1 - Data Protection Compliance

The purpose of this qualification is to provide candidates with a basic knowledge of data protection and associated legislation applicable in the UK. On successful completion of this unit, candidates will be able to apply their knowledge to simple scenarios.

Award – Certificate in Data Protection Compliance

Learning Outcomes

1. Demonstrate an understanding of the development of data protection laws in the UK
2. Demonstrate a basic understanding of key parts of data protection and associated laws applicable in the UK
3. Demonstrate an understanding of data protection and associated laws that apply to simple scenarios



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