Certificate in Managing Data Protection Compliance

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The Certificate in Managing Data Protection Compliance is the second 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.

On successful completion of the qualification, those attending will be able to demonstrate competencies in implementing data protection legislation in a range of complex scenarios, as well as understand and apply best practice set out by codes of practice. Candidates will also be able to demonstrate competencies required to deliver compliance programmes and manage aspects of information governance.

The Certificate in Managing 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 8 on the Scottish Credit and Qualification Framework, which is equivalent to level 5 on the Regulated Qualifications Framework and level 5 on the European Qualifications Framework.

2. Award Structure

This certificate consists of 2 mandatory, progressive units:

- 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.

- Applying Data Protection Law in Practice — builds on the unit above to develop knowledge about how to apply the legal requirements in a practical setting. This covers a range of complex scenarios and introduces good practice set out in relevant codes of practice, as well as how the use of information governance tools can facilitate compliance.

3. Target Audience

This qualification is suitable for anyone who wants to develop their knowledge and competencies in managing data protection compliance.

4. Course Prerequisites

There are no prerequisites for this course although those considering attending should note that this is an intensive learning course that requires candidates to be able to interpret and apply legislation.

Candidates will require a good standard of written English language skills to complete the assessments.

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 requirements for processing this type of personal data;
- The rights of data subjects including the requirements for providing information, the rights of: access, 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, and the use of compliance orders will also be covered;
- The responsibilities of controllers and processors. In addition to identifying controller responsibilities in the topics above, the course will consider how controllers can demonstrate accountability and implement data protection by design and default. This will include developing

documentation (including records of processing activities) as well as the legal responsibilities for both parties when engaging processors, and co-operating with the Information Commissioner's Office (ICO);

- Requirements relating to information security, including how to evaluate risk and comply with the requirements for managing personal data breaches;
- Requirements for data protection impact assessments and prior consultation;
- Requirements for Data Protection Officers;
- Transfers of personal data to third countries or international organisations;
- The role of the ICO and specific offences under data protection legislation. The course will also provide an overview of other relevant and influential groups that provide information to assist with interpretation of the law;
- Key codes of practice and the application of the legislation in practical contexts. Topics will include marketing, which will also look at the requirements of the Privacy and Electronic Communications Regulations (PECR), the considerations for lawful information sharing, managing employees, and different aspects of monitoring;
- Using information governance tools to facilitate and enable data protection compliance. This will focus on using tools to identify non-compliance issues and the options available within different contexts for addressing those issues. This topic will provide an overview of a number of tools including information asset registers, cover best practice for conducting risk assessments, and consider how to meet the

legal requirements for conducting data protection impact assessments in a range of practical contexts.

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 courses.

6. Delivery Format

The **Certificate in Managing Data Protection Compliance** is a tutor-delivered course, usually delivered over 5 consecutive days. Courses are scheduled in locations across the UK and can also be delivered in-house.

7. Assessments

The **Certificate in Managing Data Protection Compliance** comprises 2 units, each of which has an assessment. Both units must be successfully completed. The assessments are structured as follows:

- **Certificate in Data Protection Compliance** — a closed book, multiple choice examination with 40 questions. This assessment is usually scheduled for the afternoon of day 3 of the delivered course. Candidates have 1 hour to complete the paper and the pass mark is 28 out of 40 (60%).

- **Certificate in Managing Data Protection Compliance** — successful completion of the **Certificate in Data Protection Compliance** plus **either:**
    - a written examination with short and long answer questions. The pass mark is 40 out of 80 (50%); or

- Submitting a portfolio of evidence followed by a viva. The portfolio focuses on your workplace's policies and procedures

Candidates with a combined score from both units of 80% or over will be awarded a Distinction, provdied that they pass each of the assesments on their first attempt and have a score of 70% or more in each individual unit.

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 Managing Data Protection Compliance** consists of 2 mandatory, progressive units. There is a certificated award on successful completion of each unit. The learning outcomes are detailed in the tables 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

Unit 2 - Applying Data Protection Law in Practice

The purpose of this unit is to enable candidates to apply data protection and associated legislative requirements in a range of scenarios, providing them with the necessary skills to manage compliance. Candidates must have completed the Certificate in Data Protection Compliance.

Award – Certificate in Managing Data Protection Compliance

Learning Outcomes

1. Demonstrate an understanding and practical application of data protection and associated laws in complex scenarios
2. Demonstrate an understanding of managing data protection and associated legislation
3. Demonstrate an ability to manage risks associated with personal data