



**General Data Protection Regulation Workshop**

**Programme**

**9.15 Registration**

**9.30 Introduction and Welcome – Open Forum – your challenges and concerns**

**9.45 Overview of the Programme & Objectives**

* What is GDPR – what do we need to know

**10.00 Preparing for GDPR in the Primary Care sector**

* Understanding GDPR
* The New Data Protection Act
* Differences between New DPA & GDPR and DPA

– what are your new obligations?

* Brexit?
* Roles & Responsibilities under GDPR
* GDPR timeline for change

**10.45 Break**

**11.00 12 Steps to GDPR Compliance**

* What are they
* Friend or foe?

**11:20 Understanding the steps**

* Awareness
  + Who needs to know what
  + The culture for compliance
  + GDPR and Staff training
  + Who needs to know what?
* Data Management
  + Where are we now?
  + What is personal data?
  + Sensitive Data - handling special category data
  + Understanding the key risk areas
  + Tips on identifying and managing Data
  + Data audit
* Communication – Policies and notices
* Individuals’ Rights and The NEW Data Protection principles
  + Data Processing
  + The right to object to
  + The right to erasure
  + The right to access
  + The right of data portability
* Subject Access Requests
* Responding to data access requests

**13.00 Lunch & Networking**

**13.45 Understanding the steps**

* Lawful Processing
* Consent
  + What does consent look like? And how to record it…
  + 3rd party consent
  + Explicit consent
* Children
* Children’s personal data

**14.15 Record-keeping and accountability**

* The role of the data controller
* Responsibility and accountability
* What does compliant record-keeping look like?
* Recording processing activities
* Understanding data impact assessments
* Monitor and Review – audit of data risk management plan

**15.00 Break**

**15.15 Achieve Data Protection by Design**

* Physical design
* Systems design

**15.45 Detecting data breaches and procedures**

* Systems and detection of data breaches
* Training staff to detect breaches
* When and who to notify when a breach occurs
* Informing the business/practice
* Informing the regulator
* Informing individuals
* High risk situations – notifying the public
* Enforcements and penalties

**16.30 Summary of Key Considerations – and Q&A**

**17.15 Close**