

**General Data Protection Regulation (GDPR)**

**Module: The Data Protection Officer (GDPR) – post implementation workshop**

**Programme**

**9.15 Registration**

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

**9.45 Overview of the DPO Programme & Objectives**

* What is GDPR – what do we need to know?
* DPO – who am I?

**10.00 What is the Data Protection Officer (DPO) role**

* Inform and advise the practice of GDPR obligations
* Monitoring GDPR and Data Protection compliance
* Monitoring the assignment of responsibilities
* Awareness training and staff training
* Data protection impact assessments (DPIAs)
* Serve as the contact point for all data protection issues
* Serve as the contact point for data subjects

**10.30 Break**

**10.45 How compliant are we – what have we done so far…?**

* Understanding GDPR – what have we done, how have we done it…
* The good the bad and the ugly
* What else do we need to do

**11:15 Understanding the steps we have taken so far… what have we got in place?**

* Audit – Share and develop
* Privacy Notices
* Staff Awareness
* Lawful Processing
* Consent
* Children

**12.30 DPO – Appointing Expert advisors, delegating the duties**

* Data Controllers
* Data Processors
* Outsourcing the DPO role
* The GDPR allows organisations to outsource the DPO role to an external provider. With a shortage of individuals trained to handle DPO responsibilities, outsourcing these tasks and duties can help you address the compliance demands.

**1.00pm LUNCH & Networking**

The workshop is very much a sharing and learning workshop – we would ask that delegates bring with them copies of their audit forms, DPIA’s and their SARs procedures so that these can be shared and critiqued and we learn from each other.

**Practical – Group Sessions**

**1.45 DPO – Data Protection Impact Assessments**

* Advise on the necessity of data protection impact assessments (DPIAs)
* What is a DPIA
* How do we conduct a DPIA?
* How do we record, manage, and mitigate the data risks?

**3.00pm** BREAK

**Practical – Group Sessions**

**3.15pm Achieve Data Protection by Design**

* Physical design
* Systems design
* An assessment of policy/procedures
* Subject Access requests SARs
* How to include/consider DP in all procedures
* Breaches and reporting

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

**4.45 Close**