



## GDPR

# Employee Awareness Training



### Employee Awareness Training Module

This new training module is a cost-effective, convenient and time-saving solution to raise awareness and educate employees on the new General Data Protection Regulation (GDPR).

The training module comprises a 15 minute video, short trackable quiz and supporting text-based training materials.

The training will provide your employees with an understanding of the GDPR, how it will impact your organisation, their job role and their own personal data.

The training is designed to help your organisation demonstrate compliance with the GDPR.



### Training Video

The GDPR Awareness Training video uses plain language to introduce and explain the objectives behind the GDPR and the key impacts on organisations and employees. It also aims to provide a complete foundation on the principles, roles, responsibilities and processes under the Regulation.

Simple graphics are used to illustrate the main points with key learning points highlighted. The training finishes with a short quiz to demonstrate the employee's comprehension of the topic

You will, of course, be provided with reports detailing employee video and quiz completion. These can be used to support your GDPR compliance assessment.

### GDPR is coming

The Regulation will apply from 25 May 2018 and it will affect every organisation which processes the personal data of EU citizens.

### Training Structure

- ✓ What is the GDPR?
- ✓ Who needs to Comply?
- ✓ What about Brexit?
- ✓ GDPR Key Terms
- ✓ GDPR Rights of Individuals
- ✓ The GDPR and You

### What is the GDPR?



Aims to protect personal data that is shared with organisations



Your Employer



Online shopping websites



Social media

## GDPR Checklist

- ✔ Step 1 of the ICO GDPR checklist is to ensure decision-makers and employees in your organisation are aware of the changes and the impact these will have on the organisation and daily routines.

## Key Topics

GDPR Key Terms	GDPR Rights of Individuals	The GDPR and You
Personal Data and Data Subject Explicit Consent Subject Access Rights Data Protection Officer Processors and Controllers Data Processing	The Right to be Informed The Right of Access The Right to Rectification The Right to Erase The Right to Restrict Processing The Right to Data Portability The Right to Object Rights in Relation to Automated Decision Making and Profiling	Data Purpose Transparency and Portability Data Sharing and Transfer Data Security Privacy Impact Assessments (PIAs)

The GDPR Awareness Training module is suitable for all employees whose job involves processing and storing personal data. It is also suitable for non-technical staff.

With significant fines for non-compliance from May 2018, it is essential that your employees understand the data protection requirements under the new regulation.

### GDPR KEY TERMS

- Personal Data & Data Subject
- Explicit Consent
- Subject Access Rights
- Data Protection Officer
- Processors & Controllers
- Data Processing

## Next steps:

Contact us to arrange a demo and bespoke proposal.

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The GDPR Awareness Training module forms part of the Security Awareness Training and Testing (SATT) Managed Service and is included in the Full SATT + GDPR service subscription.

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Infosec Cloud is an established IT Security reseller and managed services partner. The company offers a comprehensive portfolio of cloud-based, hybrid and on-premise IT security, productivity and compliance solutions, plus video-based, measurable employee security awareness training. Technically-led, Infosec Cloud offers free migration, regular IT Security Health Checks, remote service performance monitoring and takes a pro-active approach to managing customer security profiles.



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