

# GDPR PRACTITIONER CERTIFICATE

Prepare for the Data Protection Officer role under  
the new General Data Protection Regulation



*"I think the role of DPO can be one of the toughest jobs around. You have to help your organisations deliver, but you have to do it in a privacy responsible and transparent way. That's really challenging in lots of varied situations."*

**Elizabeth Denham, The Information Commissioner**



**ACT NOW**  
TRAINING



The GDPR Practitioner Certificate is the qualification for those undertaking the role of Data Protection Officer under the new General Data Protection Regulation. Suitable for the public and private sector it will teach delegates essential GDPR skills and knowledge.

## SYLLABUS ENDORSEMENT



“The Centre for Information Rights is pleased to endorse the syllabus of Act Now’s GDPR Practitioner Certificate. The syllabus is focussed on providing practitioners with a practical understanding of data protection and knowledge of how the law will change in the future.”

**Marion Oswald, Solicitor**

**Head of the Centre for Information Rights**

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*It's a real 'practitioner' course - we were able to look at many approaches to apply the law practically when we go back to the office after the course.*

**KG, University of London**

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## WHY IS THIS COURSE DIFFERENT?

Examines all aspects of GDPR in detail



Teaches essential DPO skills incl. Data Protection Impact Assessments



Comprehensive learning materials, including an online resource lab



Over 4 hours of online videos and quizzes



Modern and practical assessment methods.  
No rote learning

### COST

The fee includes



- ✓ 4 days of workshops
- ✓ Lunch and refreshments
- ✓ GDPR Handbook (RRP £30)
- ✓ Online Resource Lab
- ✓ Hard copy of relevant legislation and guidance
- ✓ GDPR Exemptions guide

\*The endorsement does not imply any guaranteed progression onto University of Winchester programmes, nor does the Certificate give you any advanced standing for University of Winchester programmes.

**FULL COURSE DETAILS AND BOOKING** <http://www.actnow.org.uk/dpp>

## COURSE STRUCTURE

The GDPR Practitioner Certificate is the qualification for those undertaking the role of Data Protection Officer under GDPR. It teaches essential GDPR skills and knowledge in a practical context.

The course takes place over four days (one day per week) and involves lectures, discussion and practical exercises. This is followed by a written assessment and a project. This was our most popular course last year with all venues fully booked.

Day 1 to 4  
Workshops

Assessment

Practical  
Project

<b>DAY 1 THE FRAMEWORK AND PRINCIPLES</b>	Scope and Key Definitions	The DP Bill	Art 30 Records	The 6 Principles	Consent	Breach Notification
<b>DAY 2 DATA SUBJECTS' RIGHTS AND THE EXEMPTIONS</b>	Transparency and Privacy Notices	Data Subject Rights	Subject Access	New Rights	The Exemptions	
<b>DAY 3 GDPR IN PRACTICE</b>	Data Processors and Controllers	International Transfers	Data Sharing	DP Impact Assessments	Direct Marketing	
<b>DAY 4 GOVERNANCE AND ENFORCEMENT</b>	The DPO	Monitoring and Surveillance	DP by Design	Enforcement	Accountability	

GRADING

PASS - 50%

MERIT - 65%

DISTINCTION - 80%

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*The course structure and content was brilliant. As someone relatively new to data protection, I felt the course achieved the right balance between text book and practical learning. Group discussions helped to focus on how, practically, GDPR will affect organisations. The facilitator was excellent, he had a very good knowledge and practical understanding of the new regulations. He was very approachable and made me feel at ease when answering my questions.*

**SR, Darlington Borough Council**

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FULL COURSE DETAILS AND BOOKING <http://www.actnow.org.uk/dpp>

## COURSE DATES AND VENUES

This course is held throughout the UK. Please visit our website for a full list of venues and dates.

## COURSE SUITABILITY

Anyone in the public or private sector who needs in depth knowledge of GDPR and how it applies to their role including:

Data Protection Officers ✓

Auditors ✓

HR Professionals ✓

IT Officers ✓

Compliance Officers ✓

Legal Advisers ✓

Please note this is an advanced course requiring some knowledge of the DPA and GDPR.

If you do not have this we recommend you attend our one day GDPR workshop before booking.



## IN-HOUSE TRAINING

Why not bring the trainer to you to deliver this course at your premises at a substantially reduced cost? Please get in touch for a no obligation quote.

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*The course delivered through Act Now was not only educational but informative. The teaching skills were excellent, I felt at ease in the class and came away with a tremendous amount of knowledge that I can use in every day situations. Thank you.*

**HB, Foseco International Ltd**

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*This course gave me a fantastic insight into GDPR and I feel very confident to lead my organisation forward. The lecturer was excellent and very knowledgeable. Highly recommend.*

**SD, Anthony Nolan Trust**

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*Act Nows' GDPR training course was excellent. The trainer, Philip Jones, was knowledgeable and made the sessions interesting. Workplace examples and discussions within the group really helped to embed what we were learning.*

**HM, Staffordshire County Council**

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*A well thought out and presented course, with plenty of opportunity for questions and discussion about practical points - taking the theory into real-work situations.*

**LB, HM Land Registry**

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**ACT NOW**  
TRAINING

Act Now Training Ltd  
The Information Law Experts

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