

# Records Management for GDPR

The General Data Protection Regulation (GDPR) requires better records management from Data Controllers and Processors. They need to know what personal data they hold and be able to tell individuals how long they will keep it for, and how to access it. In this workshop, you will learn how records management aids compliance with GDPR, FOI and other laws. Information asset registers, retention schedules, digital preservation and other aspects of a successful records management programme will be discussed.



Really helpful and affirmative about the problems we face and the steps to take to achieve greater success in our records management.

**MK, Arts Council England**



**Cost £389** plus vat

Lunch and refreshments included

## Upcoming Dates 2020

|            |                         |
|------------|-------------------------|
| London     | 28 May   13 November    |
| Manchester | 06 April   25 September |

Further details and booking form available at  
[actnow.org.uk/workshops](https://actnow.org.uk/workshops)

## In House Training

All our workshops can be delivered at your premises and customised to the specific needs of your staff. Please contact us for a full quote.



**WHY IS THIS IMPORTANT?**

Tackling information overload  
Working smarter  
GDPR and other legal requirements  
What does the Information Commissioner say about records management?

**GOVERNANCE AND PROMOTION**

Who should be responsible?  
RM policies  
Making records management cool – or at least a higher priority!

**KNOWING WHAT YOU'VE GOT**

Carrying out a survey  
Creating and maintaining information asset registers  
Search engines and tracking technology

**CREATING A RETENTION SCHEDULE**

Developing your retention schedule  
Applying retention rules  
Disposing of records securely

**RECORD KEEPING SYSTEMS & FILE PLANS**

What records should be kept?  
Making sure (the right) records can be retrieved  
Systems for managing records

**PRESERVATION & SECURITY**

Identifying risks  
Digital preservation  
Data security techniques

**HELP**

Useful websites and other resources

**Other Products & Services**

**GDPR Workshops**

**The General Data Protection Regulation**

**The Data Protection Act 2018**

**GDPR, PECR and Direct Marketing**

**Data Protection Impact Assessments**

**FOI Practitioner Certificate**

This workshop is an innovative 4 day course designed for Freedom of Information practitioners by leading FOI experts. The emphasis is on teaching the practical application of FOI (including EIR) rather than rote learning.

**Further details**  
[actnow.org.uk/foicert](http://actnow.org.uk/foicert)

**FOI Workshops**

**The Freedom of Information Act 2000**

**Environmental Information Regulations**

**FOI, Contracts and Commercial Confidentiality**

**Freedom of Information The Exemptions**