# ADVANCED GDPR TRAINING

*(EU Regulation 2016/679)*

**GDPR** ZUCCHETTI **E-LEARNING**

ZUCCHETTI

## ★ RECIPIENTS

The course is aimed at those in the company who hold the role of 'Internal data protection manager' or those who, in holding apical roles in the company, have decision-making power in the data protection area and power to instruct and train employees. Thus, it is aimed at all those who may be present in the privacy organizational chart.

## ★ OBJECTIVES

The objective of the course is to create awareness in employees and raise awareness on the protection of personal data. Making attendants understand and explain how to apply the legislation on data protection and what allows efficient data processing and guarantees protection.
The focus of this course is to give the instruments to those in the role of 'Internal data protection manager' to help them to instruct and train their employees. For this reason, the course includes an in-depth look at some key elements of the GDPR.

*"Only by creating awareness is it possible to create fertile ground for training to take root and for the instructions (duly provided) to be metabolized to ensure constant and correct data processing, guaranteeing accountability" (from the course)*

## ★ CERTIFICATES

Each attendant will receive a certificate of attendance upon completing the final test. The certificate will be issued by the platform and can be downloaded and/or sent via e-mail.

## ★ COURSE LENGTH

2 hours and a half

## ★ METHODOLOGY

E-learning mode

## ★ LEGAL FRAMEWORK

General Data Protection Regulation (EU) 2016/679

## ★ COURSE ID

GDPR_ADVANCED_1.0

## ★ TABLE OF CONTENTS

| MODULE | CONTENTS | VERSION |
|---|---|---|
| *GDPR: Objectives* | It provides all the basic information on the GDPR, and what innovations it has introduced. | v.1.0 |
| *GDPR: Principles* | It provides an analysis of the basic principles underlying the GDPR. These are crucial elements to know because their violation leads to the charging of significant administrative sanctions | v.1.0 |

| | | |
|---|---|---|
| ***The implementation of the GDPR, Personal data and data processing*** | This module examines the implementation of the GDPR (territorial and material scope), the concept of "personal data" and what are its categories. finally, what is "data processing", and what are its characteristics | v.1.0 |
| ***Subjects: active, passive, and controlling*** | Description of the subjects defined by the GDPR, involved in the "Data protection" (Data subject, Data controller, Data processor, authorized to process data, DPO). The module provides useful tools for identifying these subjects and their activities based on the role held | v.1.0 |
| ***Relationships: data controller-processor, joint controllers, data controller-controller*** | Description of the various subjects, defined by the GDPR, involved in the protection of personal data (data subject, data controller, data processor, data protection officer). The module provides useful instruments for identifying the different subjects and their activities. | v.1.0 |
| ***Rights of the data subject*** | This module explains what are the rights of data subjects, what are their differences, and when and how they can be exercised.<br>The violation of these rights can result in the charging of significant fines | v.1.0 |
| ***GDPR for business (Part 1)*** | This module examines the obligations that the Data controller, and consequently his employees, must implement in the company, to develop best practices aimed at guaranteeing the protection of personal data (awareness, information, periodic training). Data protection is a business matter that must be handled on a day-to-day basis. | v.1.0 |

| | | |
|---|---|---|
| ***GDPR for business (Part 2)*** | This module contains, step by step, the complete path that all subjects who process personal data in their business must take to be compliant, so that "being compliant" becomes part of the business strategy. | v.1.0 |
| ***The importance of risk management*** | Company risk management and privacy risk management are closely related. Privacy risk assessment and management must become part of the company's risk assessment. This module is a description of the potential steps in a risk assessment, also considering the requirements of the GDPR | v.1.0 |
| ***Brief summary on cross-border processing and data transfer Extra EU*** | This module provides the instruments necessary to carry out cross-border data processing (outside Italy but within the EU) and those OUTSIDE the EU, which, as a rule, are considered highly dangerous and therefore prohibited, except in cases explicitly provided for by the GDPR. | v.1.0 |
| ***Data Breach*** | This module provides practical information on what is a "Data breach" and how to deal with it | v.1.0 |
| ***Challenge yourself*** | It's the final exam consisting of 15 questions. To pass it, 80% of the questions must be answered correctly | v.1.0 |

***Training institutions:*** Zucchetti Spa in collaboration with SKILLATO®/Alittleb.it Srl

★ **MINIMUM REQUIREMENTS:**

| | |
|---|---|
| *Internet access* | Stable and minimum speed 1Mbit |
| *Operating system* | Windows (XP or better), Mac OS X (10.6 or better) |
| *Browser* | Google Chrome (recommended), Edge, Mozilla Firefox, Safari |
| *Browser settings* | JavaScript enabled<br>Cookies enabled<br>Local storage enabled<br>Livello di privacy e protezione consigliati: medio, medio alta |
| *Plugin/Browser functionalities:* | HTML5 supported |

★ **HOW TO ACCESS**

The user can access the platform by entering his/her login details (email and password or username and password).

★ **ACTIVITY TRACKING METHOD**

The training platform is provided with the LMS management system, able to monitor and certify:
- The performance and completion of each user's activities;
- The traceability of each activity carried out during connection to the system, and its duration;
- The user's presence;
- The traceability of the individual teaching units, structured in Learning Object, which contains a series of tools, such as the text of the lessons, records explaining the topic, in-depth documents, short sample videos, and animations;
- The results of exams.

The traceability of platform data, user accesses, and certificates is kept by the platform within the terms established by law.

★ **ASSESSMENT METHOD**

each assessment is carried out through a final exam aimed at strengthening the knowledge acquired during the entire course. The exam consists of 15 T / F questions. The final exam is passed if at least 80% of the questions are answered correctly.