



# BASIC GDPR TRAINING

*(Art. 29 GDPR – EU Regulation 2016/679)*



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



★ **RECIPIENTS**

The course is aimed at all those who need to know how to process personal data adequately and securely.

★ **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.

*"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**

1 hour and a half

★ **METHODOLOGY**

E-learning mode

★ **LEGAL FRAMEWORK**

General Data Protection Regulation  
(EU) 2016/679

★ **COURSE ID**

GDPR\_BASIC\_1.0

★ **TABLE OF CONTENTS**

MODULE	CONTENTS	VERSION
<b><i>GDPR: Principles and objectives</i></b>	It provides all the basic information on the GDPR, what innovations it has introduced, and the principles that characterize it. These are crucial elements to know because their violation leads to the charging of significant administrative sanctions	v.1.0
<b><i>The implementation of the GDPR, Personal Data and data processing</i></b>	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



<b><i>Subjects: active, passive, and controlling</i></b>	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
<b><i>Rights of the data subject</i></b>	This module explains what are the rights of data subjects, what are their differences, and when and how they can be exercised. The violation of these rights can result in the charging of significant fines	v.1.0
<b><i>Compliance obligations for a company</i></b>	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
<b><i>Data Breach</i></b>	This module provides practical information on what is a "Data breach" and how to deal with it	v.1.0
<b><i>Challenge yourself</i></b>	It's the final exam consisting of 10 questions. To pass it, 80% of the questions must be answered correctly.	v.1.0



## ★ MINIMUM REQUIREMENTS

<b>Internet access</b>	Stable and minimum speed 1Mbit
<b>Operating system</b>	Windows (XP or better), Mac OS X (10.6 or better)
<b>Browser</b>	Google Chrome (recommended), Edge, Mozilla Firefox, Safari
<b>Browser settings</b>	JavaScript enabled Cookies enabled Local storage enabled Recommended level of privacy and protection: medium, medium-high
<b>Plugin/Browser functionalities</b>	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 10 T / F questions. The final exam is passed if at least 80% of the questions are answered correctly