

Data Retention Policy Compliance

CPD Training



Course Information

START TIME
9.30am

DELIVERY
Virtual

This one-day course will provide practical guidance regarding the application of GDPR in creating and evaluating a data retention policy for your organisation. The course will explore how to utilise data governance, and how to understand the principles of GDPR when relating to personal data. Attendees will learn how to manage data subject rights, how to improve internal engagement within your organisation when it comes to data compliance, and how to correctly process data for historical or statistical purposes.

All attendees will gain hugely practical insights, will have an opportunity to engage in a Q&A to address issues relating to their organisation specifically, and will also receive a full course pack to refer back to during and after the course.

Course Content

- Creating a Data Retention Policy
- The aims and objectives of the policy
- Legal bases for processing data in relation to retention periods
- Managing data subject rights in relation to their data retention
- Data Governance – Data Management Book of Knowledge
 - Data Dictionaries and Business Glossaries
 - Different types of storage– email accounts, paper files, BYOD, CMS etc.
 - Centralised/Decentralised decision making
- Leveraging your data governance methodologies and your register of processing activities to complete your retention policy
- Internal engagement/Implementation of a Retention Policy
- Maximising your time: alignment with Art. 30 required Register of Processing Activities
- Processing for historical, statistical or scientific purposes

Who Should Attend

This course is ideally suited to anyone currently fulfilling a Data Protection Officer role within an organisation, who looks after the data management of records with personal information, ensuring they are all updated and comply with the GDPR on retention of information.

Certification

On completion of this one-day training course, you will receive your CMG MasterClass Certificate of Attendance. Please note certificates are issued at the close of the training course to participants on completion of the course. You will also receive a full course pack to refer back to at any time in the future. Please check directly with your association or awarding body to see how many points they will award.

Cost

An 'Early Bird' discounted rate of €465 is currently available. This training course's normal rate is €565.