PERSONAL DATA: MANAGEMENT AND PROTECTION

Module Overview

The module starts with a review of some key definitions that are essential for an understanding of data protection law and the rules surrounding personal data and personal information. The module goes on to examine the key principles of data protection that need to be adhered to.

The module culminates with a look at data security and some best practice guidelines on how to keep devices and services secure, how to create reliable mechanisms to back up important information and encryption guidelines.

Learning Outcomes

- The definition of 'personal data', distinguishing it from other types of data, and explaining why it is important to protect it.
- The meaning of 'consent' and your responsibilities for obtaining consent to use personal data.
- The legal frameworks that are required to protect personal data, such as the EU's GDPR and convention 108 and how Europe's approach differs from that of the US
- What is involved in the adequate protection of personal data?
- The meaning of 'processing' data and the circumstances in which processing personal data can be done.
- The principles of data protection, including the principle of proportionality and the need to balance individual rights against those of others.
- The meaning of 'by fair, lawful and transparent' handling of personal data.
- Defining terms such as 'data minimisation', 'data accuracy', 'purpose limitation', 'the data life cycle' and 'data erasure'.
- The circumstances in which data can be shared and your responsibilities for shared data.
- The recommended practices for data management and maintaining data security while respecting the rights of the data subject and other parties.
- The risks associated with handling personal data and know how to mitigate such risks.

Course Format

- Delivered online via an easy to use, comprehensive Learning Management System (LMS)
- Accessible by a range of mobile and laptop technologies
- To be completed within 30 days

Entry Requirements

- Good educational background
- Ability to complete the readings and comprehend core principles in the English language.