



UNIT 5

The Need for Awareness

Learning Objectives:

By the end of this unit the learner will be able to:

- Know the other necessary pieces of the data privacy plan
- Help your organization write, implement, and review a data privacy plan

Unit 5

The need for Awareness Training

TRAINING

Timely and appropriate training is important as a means to ensure that everyone is able to address privacy issues, and follow the internal policies that have been created. Everyone has a responsibility for data privacy, and internal training programs should reflect this.

We will look at two categories of training for employees:

- Awareness training for all employees
- Specific policy training for those employees directly involved in their implementation

Awareness Training For All Employees

Describe the minimum privacy training that would be needed by everyone who works for an organization:

Each third-party processor in use by an organization should be contacted individually to obtain the appropriate contract. If the third-party doesn't have a DPA pre-made, one may need to be drawn up.

DATA PROCESSING IMPACT ASSESSMENT (DPIA)

A DPIA is used to assess the risk of a new processing action proposed by an organization, if the action is anticipated to be regular (not occasional), risky, or involves the use of special categories of personal data (like criminal or medical records). A DPIA must be completed and filed for each applicable processing action.

Supervising Authorities

It is important to know the supervising authorities that govern the data privacy legislation in your business area, and ensure you have appropriate contact information filed for any in case they need to be contacted.

Further Reading:

- ✓ Foulsham Mark and Brian Hitchen, *GDPR: Guiding Your Business To Compliance: A practical guide to meeting GDPR regulations*, Independent publisher, 2017.
- ✓ Kolah Ardi, *The GDPR Handbook: A Guide to Implementing the EU General Data Protection Regulation*, Kogan Page, 2018.
- ✓ Toohey Timothy J., *Understanding Privacy and Data Protection: What You Need to Know*, Thomson Reuters, 2014.