

## Our Online Data Protection Training

Web based data protection training, with a test and a certificate.



Different companies have different requirements.

That's why we offer **two versions** of our data protection training:

	Basic	Premium
	<ul style="list-style-type: none"> <li>▪ Get started immediatley</li> <li>▪ Easy to use</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support with participant management</li> <li>▪ All content is customizable</li> </ul>
<b>Design</b>	Neutrally designed, to suit all companies	Company name and logo are integrated, includes an individual subdomain
<b>Individualized content</b> Texts and graphics are supplied by you or created by us	Not possible	Individual content can be arranged
<b>Managing participants</b>	Done by you An email draft to invite employees to the training is included	The no-worries option: fox-on takes care of managing participants includes e-mail invitations, reminder emails, and a list of who has participated for the HR-department
<b>Confirmation of participation</b>	The participant downloads the PDF certificate, prints it out, and hands it in to HR	A PDF certificate is available for the participant to print, and additionally: <ul style="list-style-type: none"> <li>▪ The HR department gets an e-mail confirmation</li> <li>▪ Participant lists are created and managed by fox-on</li> </ul>
<b>Number of participants</b>	Flexible, and can be adjusted even after an offer has been signed	Flexible, and can be adjusted even after an offer has been signed
<b>Controller-Processor contract</b>	Not necessary	Included
<b>Technical requirements</b>	PC or tablet, Internet connection, a current browser, PDF viewer	PC or tablet, Internet connection, a current browser, PDF viewer
<b>Advantages</b>	<ul style="list-style-type: none"> <li>▪ Simple way to comply with legal requirements.</li> <li>▪ Cost effective</li> <li>▪ Legally compliant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participation management is taken care of</li> <li>▪ Employees identify with the training since it is tailored to the company</li> <li>▪ Content and design are both customizable almost everywhere, if desired.</li> </ul>



Overview over content in fox-on’s webbased data protection training:

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1. What is data protection?

- Data protection protects people and is a fundamental right.
- What is the EU general data protection regulation?
- What are personal data?
- What does ‘processing personal data’ mean?
- Summary of chapter 1

- Question on chapter 1 content
- Cartoon

**1 What is data protection?**

**Data protection and information security – why are they important?**



Data protection and information security are important to us for two reasons:


- **Data protection not only protects data, it protects people:**  
Data protection measures protect personal information about employees, customers and business partners.
- **Information security protects company values:**  
Information security measures protect the foundations of our business and are therefore in all our interests.

2. Legal bases and principles

- Main principle: Processing personal data is not permissible
- Exceptions to this principle
- What legal bases exist?
- Pillars of data protection

- Question on chapter 2 content
- Cartoon

**2 Legal Bases and Principles**



**Observe the following principle:**

According to the law, personal data **may not** actually be collected and used!

Does that sound strange?

### 3. Technical and organisational measures

- The 5 data security commandments
- Pseudonymising and encryption
- Privacy
- Integrity
- Availability and resilience
- Control procedures
  - Examples
  - Question on chapter 3 content
  - Cartoon

### 3 Technical and organisational measures

Do you know... security?

They both overlap. This overlap includes **TOMs**, the **technical and organisational measures** used to protect personal data. They are also known as: **The 5 rules of data protection.**

- Data protection
- Data security

used to protect their data, and infrastructure

**Data protection:**  
*Protected:* Natural persons  
*Risk:* Violation of personal rights  
*People are in focus.*

**Data security:**  
*Protected:* Availability of data (hardware, software)  
*Risk:* Loss, destruction, misuse by unauthorised persons  
*The company is in focus.*

Art. 32 GDPR

### 4. Data protection on the go

- Examples of risks and protective measures while traveling
  - Memory-game

### 4 Data protection on the go

Data are particularly vulnerable when you are out and about.

- Use a **privacy film** on your laptop screen to prevent the people around you from reading along.
- Use **encrypted USB sticks** when storing confidential data – this means the world is not about to end in case you lose it (ask your administrator if necessary).
- Do not leave your documents and laptop in the car, when parked at a service station.
- Never discuss confidential matters on the telephone in public!

### 5. Your duties

- Examples of employee duties
  - Question on chapter 5 content
  - Cartoon

### 5 Your duties (1)

You now already know quite a bit about data protection. What does this mean for your work?

- Only use personal data as **prescribed**: This means according to work instructions.
- Only use data for pursuing the **original intended purpose**.  
*Example: Customer data may not be sold to an advertising company.*
- Do not collect or use more data than necessary (**data minimisation**).  
*Example: As a general rule, the human resources department is not allowed to store data about employee hobbies.*
- Do not give data to unauthorised people (neither within nor outside the company!).

## 6. Data subject rights

- What rights do data subjects have?

➤ Cartoon

## 6 Rights of individuals (1)

If data are stored about them, data subjects have the following rights:

- **Information:**  
If data is stored, data subjects must be extensively informed from the beginning. **Note**
- **Access:**  
Data subjects may at any time enquire as to whether an entity has data stored about them or not – and if so, what data, for what purpose and for how long.
- **Rectification:**  
If data are incorrect, they are entitled to have the data corrected.



## 7. Supervision and consequences

- What is the supervisory authority's job?
- The data protection officer's position and tasks
- What are the consequences of infringements?

## 7 Supervision and consequences



Some companies are obligated to appoint a data protection officer (DPO).

**Role of the data protection officer:**

- The DPO is independent and free from directives, i.e. has a **neutral position**.
- The DPO reports directly to the highest level of management.
- The DPO is obliged to maintain confidentiality.

**Tasks of the data protection officer:**

- The DPO **monitors** compliance with data protection. However, she/he may not initiate any measures (only superiors can do so).
- The DPO informs and advises all management levels in the company.
- The DPO monitors data protection organisation.
- The DPO acts as a contact partner for the supervisory authority.

## 8. Final test and certificate

- Directions for how to proceed with test questions and the certificate
  - Final test
  - Form for gathering participant data
  - Possibility to give feedback
  - Option to download or save the certificate after passing the final test

## 8 Final test and certificate

