

ICDL Workforce DATA PROTECTION



The Data Protection module covers important knowledge relating to data protection concepts and principles, data subject rights, data protection policies and measures, and regulatory compliance.

With more and more activities and transactions going digital, a growing number of workers find themselves handling sensitive personal data. It is more important than ever that the people working with personal data have the skills to do so securely and legally.

The personal consequences for individuals of a breach of the security of their personal data can be substantial, as can be the legal and commercial consequences for organisations. An understanding of data protection concepts is increasingly valued by employers. This module is relevant for organisations inside and outside the European Union.

Develop the skills needed to manage and process personal data in the context of GDPR.

The Data Protection Module is part of the ICDL Workforce Programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to manage and process personal data in a manner compliant with relevant regulations. After passing this module, candidates will feel confident implementing a personal data policy, managing risks, facilitating requests, and reacting to breaches. They will be able to:

- understand concepts relating to personal data and its protection
- understand the background and scope of the European Union's General Data Protection Regulation (GDPR)
- identify the rights of data subjects and the responsibilities of organisations
- know how to implement a data protection policy that is compliant with regulations
- know what to do in the event of a data breach.

Module Overview	
Category	Skill Set
Concepts	<ul style="list-style-type: none"> • Personal Data • Protecting Personal Data
GDPR Overview	<ul style="list-style-type: none"> • Rationale and Objectives • Scope
Principles	<ul style="list-style-type: none"> • Processing Personal Data • Lawfulness of Processing
Data Subject Rights	<ul style="list-style-type: none"> • Facilitate Rights • Exercise Rights
Implementation	<ul style="list-style-type: none"> • Policies and Methods • Measures
Compliance	<ul style="list-style-type: none"> • Data Breaches • Enforcement

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

