



# TOPCERTIFIER

Governance, Risk & Compliance Consultants

## GDPR AWARENESS TRAINING TEMPLATE



## **INTRODUCTION:**

Creating a GDPR Awareness Training Template is a crucial step in ensuring that employees understand the principles and requirements of the General Data Protection Regulation (GDPR). Below is a template that you can use as a starting point:

Title: GDPR Compliance Awareness Training

Duration: [Specify Training Duration]

Trainer: [Insert Trainer's Name]

## **TRAINING OBJECTIVES:**

- To introduce employees to the General Data Protection Regulation (GDPR).
- To provide an understanding of the importance of GDPR compliance.
- To explain how GDPR principles align with our organization's data protection goals.

## **AGENDA:**

1. Introduction to GDPR (Duration: [Specify Time]):  
Overview of GDPR and its significance.

2. Key GDPR Principles (Duration: [Specify Time])

- > Lawfulness, fairness, and transparency.
- > Purpose limitation.
- > Data minimization.
- > Accuracy of data.
- > Storage limitation.
- > Integrity and confidentiality.
- > Accountability and transparency.

3. GDPR Requirements (Duration: [Specify Time]):

- > Overview of GDPR key requirements.
- > Data subject rights.
- > Data protection by design and default.
- > Data transfers and international aspects.

4. Role and Responsibilities (Duration: [Specify Time])

- > Roles within the organization concerning GDPR (Data Controller, DPO)
- > Employee responsibilities in ensuring GDPR compliance.

5. **Data Security and Breach Response (Duration: [Specify Time])**
  - > Ensuring data security and confidentiality.
  - > Procedures for detecting, reporting, and responding to data breaches.
6. **Consent and Data Subject Rights (Duration: [Specify Time])**
  - > Understanding consent requirements.
  - > Data subject rights: access, rectification, erasure, portability.
7. **Importance of GDPR Compliance in Our Organization (Duration: [Specify Time])**
  - > How GDPR compliance aligns with our organization's values and goals.
  - > The significance of protecting personal data for our organization & customers.
8. **Conclusion and Next Steps (Duration: [Specify Time]):**
  - > Summary of key takeaways from the training.
  - > Guidance on how employees can contribute to GDPR compliance.
9. **Certificate of Completion:**

Provide participants with a certificate of completion at the end of the training.

This template can be customised to match your organization's specific needs and training duration. Ensure that the training content is engaging and interactive to maximise employee understanding and retention of GDPR principles and requirements.