

# Get Started With Data Safety



## COURSE DESCRIPTION

This course provides an overview of data safety in the workplace. Learn how to lawfully collect, use, and store data safely and appropriately.

<b>DURATION:</b> 15 minutes	<b>DELIVERY:</b> eLearning
<b>ACCREDITATION:</b> SGS	<b>LANGUAGE:</b> English



LAWFULLY COLLECT, USE, AND STORE DATA SAFELY



## LEARNING OBJECTIVES

Upon completion of this course, learners will be able to:

- Identify different types of personal data
- Understand how to lawfully obtain and maintain personal data
- Recognise who should work with personal data

## COURSE CONTENT

- The importance of data privacy
- Who works with personal data
- Different types of data
- Collecting personal data
- Using and sharing personal data
- Keeping personal data confidential and secure

## AUDIENCE

This course is designed for anyone who will be required to handle personal data for their organisation.

## PRIOR KNOWLEDGE

No previous knowledge is required

## COURSE CERTIFICATION

On completion of this course:



- Learners will be required to complete the entire course. Upon completion, learners will receive notification with instructions how to download a certificate of completion.



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