

JUDICIUM & EDUCATION

HR ADVISORY
EMPLOYMENT LAW

DATA PROTECTION
OFFICER

HEALTH AND SAFETY

GOVERNANCE
AND CLERKING

JUDICIUM & EDUCATION

WWW.JUDICIUMEDUCATION.CO.UK





GDPR E-Learning



enquiries@judicium.com

About our GDPR E-Learning Courses

- Our eLearning is designed to help senior leaders and employees understand GDPR policies and procedures, embed them into the culture of the school and use them. As part of the GDPR eLearning we have real school specific scenarios where staff are able to see how GDPR plays a role.
- We provide you with unlimited access to our eLearning portal for these modules – meaning you are also able to add all your staff including Governors to these modules. There is a GDPR module specifically designed for Governors as well.
- We work **exclusively in schools, meaning that our Data Protection experience is education specific**. Indeed, our CPD accredited eLearning was written in-house by our own practitioners, based upon our day-to-day practical advice and dealings with the ICO.

List of GDPR E-Learning Modules

1. Introduction to GDPR and Data Protection
2. What is a Breach
3. Introduction to SAR and FOI Requests
4. Breach Notification
5. Data Protection Principles and Fair Processing Conditions
6. Data Protection in the Workplace: Social Media
7. Data Protection in the Workplace: Photos and Consent
8. Data Protection in the Workplace: Biometrics and Consent
9. Data Protection in the Workplace: CCTV and Monitoring
10. Data Protection Impact Assessments
11. Data Security
12. Third Party and Data Sharing
13. Subject Access Requests (In depth)
14. Freedom of Information Requests
15. FOI: Publication of Information
16. Individual Rights
17. GDPR Training for Governors



How Does it Work?



Getting Around

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▣ Welcome ▶ About our eLearning... **HOME MENU**

Thank you for your interest in Judicium Education's eLearning Facility.
To start our introduction we'll show you how to navigate through the system.....

It's easy to find your way around the course, just use the navigation buttons provided. The current section and topic are displayed at the top of the page at all times to help you get your bearings.

Click on this button at any time to return to the course menu.

The icons below indicate your progress through the topic.
Pages that you have already seen will appear darker. The raised icon indicates the page you are currently on.
Roll your cursor over each icon to display the title of each page. You can jump straight to another page by clicking the icon.

Click on the rotating arrow to replay the page.
Click on the left arrow to go to the previous page.
Click on the right arrow to continue to the next page.

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Interactive Training

Judicium eLearning

■ Welcome ▶ About our eLearning...  MENU

Interactive Training


The content is designed to cover the key information needed. It is concise and relevant and uses a variety of interactive tools to ensure learners remain engaged throughout.

Continue to see a few of the activities available.

“ It ticks all the boxes! ”

“ The flexibility eLearning offers is hugely beneficial in a busy school environment where time is tight and it's often difficult to get large groups together. ”

“ It's so unusual to have training written just for schools. It really helps the learning process as all points are relevant and are often made using examples applicable to me. ”




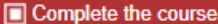


Progress bar: 10 red dots, 1st dot highlighted.

Navigation icons: Home, Previous, Next, Refresh.

Exercises: Multiple Choice

What Is A Breach



   MENU

High risk


! If a data breach is deemed "high risk", the affected individual should be notified. The main reason for this is to help individuals take steps to protect themselves. For example, a person can inform their bank if their financial details have been given to the wrong recipient.




A 'high risk' means the threshold for informing individuals is higher than notifying the ICO. What this essentially means is that, if the risk is very likely to occur or the consequences might be severe, then this is likely to indicate this is a high risk.

Again, judge the situation on a case-by-case basis. If the impact of a breach on individuals is more severe, the risk is higher. Equally, if the consequences are more likely to happen, the risk is higher.

Which of the following personal data could be at a "high risk" if a data breach occurred?

- Racial / Ethnic origin
- Children's safeguarding information
- Criminal offences
- Trade Union Membership
- Sexual preferences
- Physical and mental health records



Exercises: Drag and Drop

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WELCOME | About our eLearning... | MENU

Employees' Duties

Consider the following duties regarding Health & Safety within schools. Drag and drop the phrases to where you think responsibility lies.

Employees' Duties	Phrases	Employers' Duties
	Take reasonable care of your own safety and that of others	
	Responsible for keeping employees informed on H&S decisions	
	Co-operate with your employer at all times on H&S	
	Provide adequate welfare facilities	
	Correctly use work items provided for you by your employer	
	Not interfere with safety arrangements or misuse anything provided for that purpose	
	Responsible for providing safe plant and equipment	

Progress indicator: 10 dots (1st dot highlighted)

Navigation: Refresh, Previous, Next

Exercises: Click & Reveal

What Is A Breach

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Complete the course ▶ How does a breach happen? MENU

Which way to the breach?


“ All of our data is encrypted so we're safe ”

! FALSE!

Whilst encryption is a very useful tool, there are other things to consider such as:

- Access
- Storage
- Paper Documents**
- Public areas


Who has access to documents?
Have you given permission for any third parties to access documents? E.g. social services, police or even IT Solution companies like App Developers. Are the third parties authorised to see it?



Assessments

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Learning Review


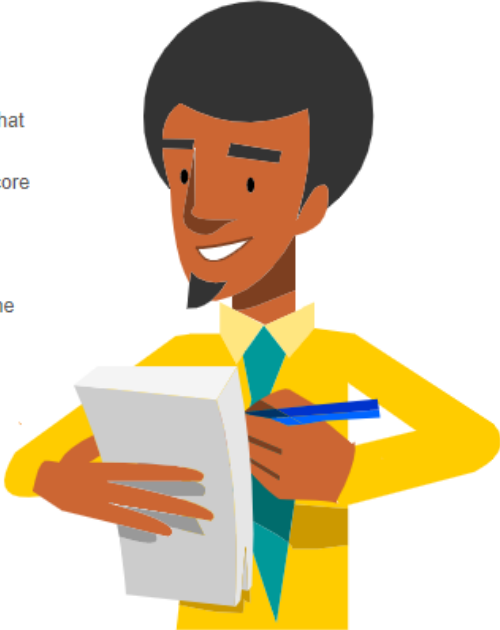
To complete each course learners will be required to undertake a Learning Review.

They will be presented with a series of questions to check their understanding of what has been covered in the course.


They will need to pass the assessment in order to complete the course and their score will be saved as confirmation of course completion.

If they do not pass first time, they can simply review the parts of the course they struggled with and re-take the assessment.

Upon completion a CPD certificate will be made available to both the learner and the admin person for download and printing.



! The course assessment isn't timed and users can make as many attempts as necessary to pass.



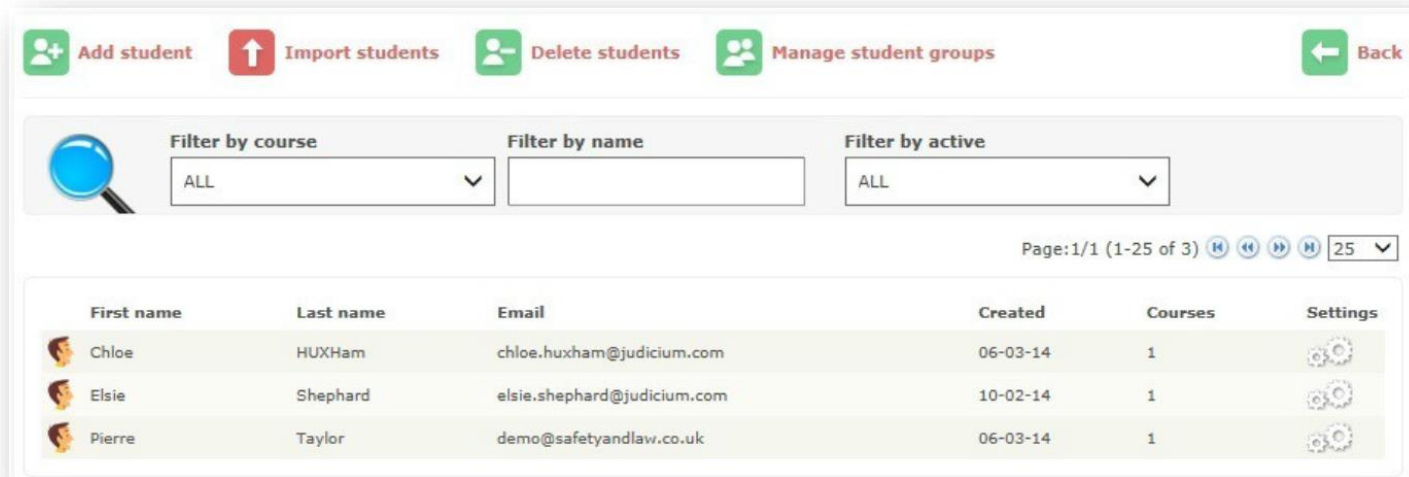
Progression & Results



Getting Started: Adding Staff

➤ To get started there is a simple 2 step process:

1. **Add your staff/learners** - this can be completed individually or by uploading a csv file to add users in bulk.
2. **Enrol users onto the required modules** - you can choose to email each user their login details directly from the system



The screenshot shows a web interface for managing staff. At the top, there are four main actions: 'Add student' (with a plus icon), 'Import students' (with an up arrow icon), 'Delete students' (with a minus icon), and 'Manage student groups' (with a group icon). A 'Back' button is on the right. Below these are three filter sections: 'Filter by course' with a dropdown menu set to 'ALL', 'Filter by name' with an empty text input, and 'Filter by active' with a dropdown menu set to 'ALL'. A magnifying glass icon is on the left of the filters. Below the filters is a pagination control showing 'Page: 1/1 (1-25 of 3)' and a dropdown for '25' items per page. The main content is a table with the following data:

First name	Last name	Email	Created	Courses	Settings
Chloe	HUXHam	chloe.huxham@judicium.com	06-03-14	1	
Elsie	Shephard	elsie.shephard@judicium.com	10-02-14	1	
Pierre	Taylor	demo@safetyandlaw.co.uk	06-03-14	1	

Keeping Track of the Scores

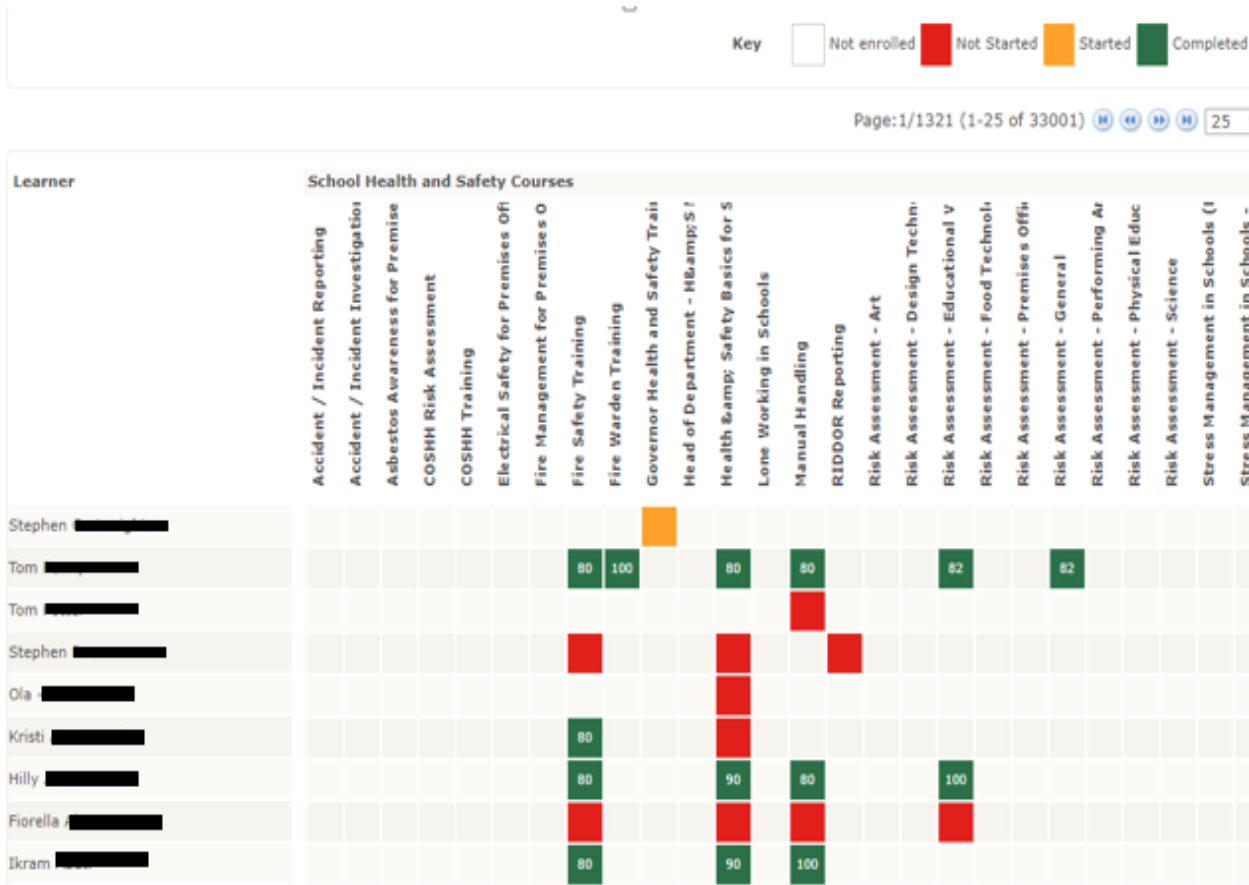
- Results, completion details and progress updates are available at any time, including whether or not the individual has downloaded their CPD Accredited Certificate. As shown below.
- CPD Certificates can be downloaded as confirmation that the individual has successfully passed the module. These can be added to personnel files to show the school has a proactive track record when it comes to Data Protection. (ICO will check this)



- **ICO Twitter Post:** Staff Training is absolutely Key. We will nearly always ask about this and expect to see evidence that this has been delivered to an appropriate standard. #DPPC2019

Keeping track of Scores Cont'd


- The image below is the training matrix from our eLearning dashboard.
- The training matrix clearly breaks down the modules that have been assigned to each member of the staff alongside their individual progress.



Results

- The Image below is a breakdown of results. Here, you are able to delve into each module and see the percentage of answers given.

 Results list  Results matrix  Export results  Back

 **Filter by topic** Introduction and Legislation **Search** **Filter by date enrolled** From To

Filter by date of result From To **Filter by archive folder** Current records (excludes archiv

Complete the course: Introduction and Legislation

Q) What constitutes work at height?


Answers


Choices	Work at Height	Not Work at Height
Working above ground level	95.4% (185)*	3.6% (7)
Working on a permanent staircase	34% (66)	64.9% (126)*
Could fall from an edge, through an opening or fragile surface	91.2% (177)*	7.7% (15)
Could fall from ground level into an opening in a floor or hole in the ground	81.4% (158)*	17.5% (34)
Working close to excavations, cellars or other openings	83.5% (162)*	15.5% (30)
Standing on a table to adjust the white board projector	91.2% (177)*	7.7% (15)

Percentage of learners who selected this response (number of learners who selected this response)

 194 learners answered this question.

 95 learners answered this question correctly. [\[View learners\]](#)

 99 learners failed to answer this question correctly. [\[View learners\]](#)

 Learners took an average of 37.8 seconds to answer.

Benefits of our GDPR eLearning

Easy to manage

Allocate modules and see results in one convenient location

Unlimited users & modules

Digital record keeping & administration

Specialized training for governors

Access to content anywhere and anytime

Self-driven & self-paced

The modules are continuously being updated

Fees

- Our all inclusive GDPR eLearning training package with unlimited users and courses is valued at **£895 + VAT** per year.
- Judicium have recently partnered with ISBL and are ISBL's preferred eLearning provider.
 - This partnership gives members of ISBL a discount of **£300**, reducing the fees to **£595 + VAT** per year.



Thank you! Any Questions?

- ▶ Tel: 020 7336 8403
- ▶ Email: enquiries@judicium.com

