**DPA 2018/GDPR training solution specification:**

1. Background

NEL and its customers have a statutory duty to effectively manage all Personal Data they hold, process and transmit in line with legal requirements.

Organisations to whom we offer our Information Governance services entrust NEL to provide the technical expertise and support to meet their statutory obligations under Data Protection law including GDPR and Data Protection Act 2018.

The successful bidder must be able to provide a training solution that is BCS accredited and will provide training to that standard:

From the BCS Website:

**In May 2018, the UK Government, and every other EU Government, is incorporating the General Data Protection Regulation (GDPR) into their individual Data Protection laws and the impact of GDPR is expected to be extend way outside the EU countries. Each country will be adopting a core of new rules and protections for data. It is vital that anyone involved in managing or controlling data be fully up to date with this legislation, as it is going to permanently impact the way your organisation uses personal data.**

BCS has developed a simple structure of certificates designed for any candidate working with data protection, whether they be new to the discipline, or have been working in DP for many years.

For candidates that already hold the original BCS Data Protection Foundation and / or Practitioner Certificates (taken prior to January 2018), then you are encouraged to take the appropriate GDPR Update module for your level of Certification. GDPR Update will refresh your knowledge and equip you with the skills needed to become compliant with the new data protection legislation.

For anyone else that has not previously taken a certificate in data protection, BCS has thoroughly refreshed and brought up to date new versions of our Data Protection Foundation and Data Protection Practitioner certificates. The 2018 versions of Data Protection will give you a new qualification, aligned with the important changes in the new legislation.

1. The Proposal

NEL CSU are seeking a proposal from interested bidders to be able to provide both the GDPR update module and the full Data Protection Practitioner certification training for the Data Protection Act 2018, including GDPR for our Information Governance Team.

The training must deliver the following training modules:

**GDPR update module**

This add-on certificate provides an update to incorporate understanding of the current UK data protection law. This includes how it is applied in practice and its importance for any organisation that holds personal information to ensure compliance with the EU General Data Protection Rules (GDPR) which are fully incorporated into the UK Data Protection Act 2018.

Who is this aimed at?

Our Information Governance staff need to have an advanced understanding of data protection and we have **approximately 7** staff who have already passed the original BCS Practitioner Certificate in Data Protection prior to the end of 2017, and we wish to update their understanding of current legislation given the significant changes in enforced from May 2018.

What are the entry requirements?

Approximately 7 of our Candidates hold the BCS Practitioner Certificate in Data Protection (with a pass prior to 31 January 2018)

What format is the expected training and the exam?

The trainer must be accredited by BCS to deliver the training. The module needs to cover the changes from the previous Act in the Data Protection Act 2018, including GDPR:

* Accountability
* Consent and Lawful Processing (including Children's personal data)
* Data Processor responsibilities
* Data Protection Officer
* Transparency, privacy notices and individual rights
* Privacy by design and Data Protection Impact Assessments
* Information Security and Cyber Security
* Profiling
* Administrative fines
* Breach notifications
* Data transfers and data portability.
* Contracts and liabilities

The exam:

* One hour ‘closed book’
* 15 multiple choice questions (2 marks each)
* 6 short answer questions (5 marks each)
* Pass mark is 65% (39/60)

We intend to send our staff to the location in London nominated by the successful bidder to receive this training.

**Data Protection Act 2018, including GDPR Practitioner training**

The prime objective is to produce competent data protection practitioners with clear knowledge of the obligations and cover the key components of the Act:

* Accountability
* Consent and Lawful Processing (including Children's personal data)
* Data Processor responsibilities
* Data Protection Officer
* Transparency, privacy notices and individual rights
* Privacy by design and Data Protection Impact Assessments
* Information Security and Cyber Security
* Profiling
* Administrative fines
* Breach notifications
* Data transfers and data portability.
* Contracts and liabilities

Who is this aimed at?

Our Information Governance staff need to have an advanced understanding of data protection and we have **approximately 9** staff who need the BCS Practitioner Certificate in Data Protection, and we wish to consolidate their understanding of GDPR with the enactment of the UK Data Protection Act 2018.

What format is the expected training and the exam?

The trainer must be accredited by BCS to deliver the training. This must meet the BCS standard for this training and exam requirements:

<https://certifications.bcs.org/upload/pdf/infosec-dp-syllabus.pdf>

Our preference is for this training to be provided **on site at a NEL location**, however this is dependant on cost and we may opt to send our staff to location in London nominated by the successful bidder.

1. Exclusion

The CSU expects the successful bidder to be an accredited BCS partner organisation to provide the required industry standard for this training.

1. Price

We expect that the full cost will not exceed £30,000 excluding VAT

1. Duration of the Contract

The training should be delivered within 6 months of the successful bid.