



Data Protection Awareness Workshop

The requirements of the Data Protection Act 1998 and, more recently, the EU General Data Protection Regulation (GDPR) are becoming increasingly demanding and complex. Other standards, such as those set out by the Fundraising Regulator or, for some organisations, in the contractual requirements of funding bodies, add a further dimension of complexity. Then, there are the information security standards (such as ISO:27001 and Cyber Essentials) and other legal dimensions to consider such as the Privacy and Electronic Communications Regulations (PECR).

Enforcement actions recently taken by the information commissioner have demonstrated clearly that even charities and organisations that exist for the public good will not be immune from heavy financial penalties (not to mention adverse publicity) if they do not handle information securely and in line with the legislation. Yet, despite their prominence in the public eye, charities and other not for profits often struggle to find the resources (both in terms of management and staff time, as well as financially) to obtain a firm grasp on how they manage and use personal data.

Data protection touches on all areas and aspects of an organisation – including systems, processes,

policies and people. Thankfully, however, substantial progress can often be made just by addressing the “people issues”: bringing teams together, understanding more about the current challenges and areas of risk across the organisation, clarifying how data ought to be managed (including agreeing some principles around how to handle different types of situations) and planning some key actions.

Our approach

A “Data Protection Awareness Workshop” can be a cost-effective method of rapidly improving the way in which personal data is handled within an organisation. Our experience has shown us that organisations that have provided staff with proper

“The training was excellent, covering all the key points from a Charity Sector perspective and encouraging a common-sense approach to the adoption of policies and procedures where there remains regulatory ambiguity. The all-staff training session also offered excellent value for money. Key staff have been able to engage Adapta on a range of matters since and have always found the consultants offered sound practical advice without bias.”

Nigel Rowe, Chief of Staff
Gurkha Welfare Trust



(and tailored) training, clear and unambiguous advice, and some easily-understood principles stand a much better chance of avoiding a data breach or improper use of data – even when the associated systems and processes might let them down.

Our packages range from 3-hour to full-day sessions with no limit on the number of participants and include:

- An initial meeting (at our offices or another London location) to explain/agree the scope of the workshop and to request any relevant background material (e.g. existing policies and statements)
- Tailoring of the workshop content, so that it addresses your organisation's specific issues and priorities
- Delivering an interactive workshop
- Summarising any key actions or learning points from the workshop, and providing participants with tailored hand-outs for future reference.

As a result of a Data Protection Awareness Workshop, you can expect to have achieved a clearer understanding of what the various standards and regulations are likely to mean in practice for your organisation, where there may be unnecessary exposure to risk, a shared understanding of how to effectively handle everyday data processing situations, and agreement around any actions or changes that may be necessary for the future.

The practical challenges involved in achieving (and maintaining) a high standard of compliance with data protection legislation and other relevant standards are significant. Many of our clients hold substantial amounts of data about a broad range of individuals – such as supporters, donors, volunteers, service users, staff and other contacts – and, very often, the information can be sensitive in nature.

Adapta's consultants have helped many organisations with data protection, including:



About Adapta Consulting

We specialise in providing charities, membership organisations and other not-for-profit organisations with tailored advice and practical guidance to develop the three areas key to achieving strategic and operational effectiveness – processes – through developing business processes and effective ways of working, people – by offering the support people need to manage change, and technology – to help select and implement new systems or technology. We are independent and objective and, in all our work, we set the highest professional standards to ensure we provide services which are tailored to our clients' needs.

For more information about us and how we can help you, visit our website at www.adaptaconsulting.co.uk

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