

Presenter Instruction Notes

- Projector / Smartboard with HDMI connection required.
- Horseshoe shape layout to facilitate delegate pairs.
- No handouts during the session but pads for making notes.
- Delegate Handbook provided at the end.

| | |
|--------------------------|--|
| Time Agenda (3 hours) | |
| 2pm | Arrival and group to settle |
| 2.05pm | Housekeeping, fire exits and toilets. |
| 2.10pm | Start presentation slides |
| 2.25pm | At slide 10, ask the group to pair up and provide a definition of personal data (5 mins) Discuss answers as a group. Slides 11 – 14 provide two examples of characters working on spreadsheets – ask the class generally whether each example is personal data or not. |
| 2.40pm | Slide 15 provides a number of icons, each of which represents a category of sensitive / special category data. Ask the group to pair up again and try to get what each icon represents – I give the example that the green icon represents health data. (10 mins) |
| 2.55pm | Come back and discuss as a group. Ask group why they believe those categories are all considered “special”. Discuss. |
| 3.10pm | Continue with slides |
| 3.20pm | I have explained what Controllers and Processors are and given plenty of examples. Provide the group with a scenario on screen (slide 22). Ask, in their pairs to decide who the Controller is (slide 23) (10 mins) Discuss answers with the group. |
| 3.30pm | Remind the group of the scenario on screen (slide 22). Ask, in their pairs to decide who the Processor is (slide 23) (10 mins) Discuss answers with the group. |
| 3.40pm | BREAK 15 mins |
| 3.55pm | Continue with slides |
| 4.15pm | At slide 39 Ask the group as a whole if they know any of their data protection rights. |
| 4.20pm | Continue with slides |
| 4.45pm | Questions Discussion Handbook |
| Close 5pm | |