

Skills Plus: GDPR and Data Protection in a Changed World

Date: Wednesday 25th November

Time: 10am–12.20pm

Location: Online (Zoom)

Facilitator: Elizabeth Coningsby

Trainer: Naomi Korn

What will be covered?

Over two years after the General Data Protection Regulation (GDPR) was transposed into UK law as the Data Protection Act 2018, museums are learning better how to manage personal data and how it can be lawfully collected, used and shared by museum staff, trustees and volunteers. This online training session is for individuals wanting to learn about their responsibilities regarding privacy, security and how they can embed compliance in their organisation particularly during COVID-19, through home and remote working.

Who should attend?

This briefing is aimed museum/gallery

- Staff and volunteers
- Trustees

Approximate timetable:

10.00	Welcome and Aims (5 min)
10.05	Data privacy in a changed world (45 min) <ul style="list-style-type: none">• Why Data Privacy is important now• Data Privacy in context• Data Protection and Online Security in times of COVID-19
10.50	Q&A (15 min)
11.05 – 11.15	Break (10 min)

11.15	GDPR and data protection – practical steps to compliance (45 min) <ul style="list-style-type: none"> • Online security top tips • Using online training platforms/ video conferencing systems • Developing a compliance plan for your organisation • Key points and next steps
12.00	Q&A (20min)
12.20	End

Learning objectives

By the end of this session you will:

- Understand why online privacy and security are important;
- Consider your legal requirements;
- Understand the changing working environment as a result of COVID-19 and what you need to do next;
- Identify your data protection and personal data issues associated with the development of online learning resources;
- Know where to find authoritative sources of information;
- Have asked trainer questions around key related topics.

Support towards Museum Accreditation:

Organisational Health:

- 1.3 A satisfactory structure for your governance management
- 2.1 A forward or business plan which covers the current and subsequent planning year

Managing Collections:

- 4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals

Users and their experiences:

- 8.1 To understand who uses your museum, and who doesn't
- 8.2 To use information to assess your users' needs
- 9.2 To communicate effectively with users and potential users through a range of access, marketing and promotional activities

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **27th November** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.

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