

Data Protection Training

Building data protection capability from foundational understanding to nationally recognised Information Governance practitioner level for GP surgeries.



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 **dataLaw**

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Who Are We?

Datalaw is the UK's number one training provider for accessible government-funded legal & data apprenticeships, supporting career progression nationwide.

- **Approved Training Provider**
Datalaw is approved by the Department for Education, Ofsted 'Good', Solicitors Regulation Authority, CLC, and CILEx Regulation.
- **30+ Years Experience**
We have been dedicated to training industry professionals for over 30 years, catering to all levels.
- **Chosen Provider for UK Organisations**
Datalaw are trusted by over 700+ businesses in the UK for government funded apprenticeships and industry training.
- **Training Professionals**
Datalaw has trained over 33,000 legal professionals through their online training platform.

Helping Build Accessible Training to Evolving Businesses



Government Funding

How Do Government Funded Apprenticeships Work?

Apprenticeships are funded jointly by the government and the employer. The amount an employer contributes depends on whether they pay the apprenticeship levy.

Organisation Funding Eligibility Criteria

Non-Levy Paying Organisation: Most small and medium-sized organisations

- The government funds 95% of the training cost
- The employer pays only 5% of the total cost
- This makes apprenticeships a highly cost-effective way to train staff
- Funding is paid directly to the training provider

Levy-Paying Organisation: Organisations with a wage bill over £3 million

- Employers pay into the apprenticeship levy through PAYE
- Levy funds can be used to cover 100% of apprenticeship training costs (Making use of money that your organisation has already been taxed on)
- Funds must be used within 24 months, or they expire (this will be reduced to 12 months starting from April 2026)

What the Funding Covers

Government apprenticeship funding includes:

- The cost of the training undertaken on the apprenticeship
- Workshops, tutorials and learning materials
- One-to-one tutor support
- Assessments and end-point assessment (EPA)

Funding does not cover:

- Salaries or wages
- Travel or accommodation
- Any additional requirements outside of the scope of the apprenticeship

Learner Funding Eligibility Criteria

- **The learner must be** employed in a UK organisation & be on the payroll.
- **The learner must spend** 50% of your working time in England.
- **The learner must not** currently be on another government funded apprenticeship.
- **Each apprenticeship standard also has its own entrance criteria and onboarding requirements.**

Benefits For Your Organisation

Discover how apprenticeships deliver value through stronger skills, retention, and workforce satisfaction.

- **Adding Value to Your Business**
94% of supervisors say apprentices add value and deliver real, measurable benefits. (Source: 360 Apprenticeships)
- **Staff Retention**
85% of apprentices will stay with their employer and are likely to transition directly into full employment upon completion of their course. (Source: Access Industry)
- **Bring Vital Skills to Their Organisation**
74% of employers say apprentices bring vital skills to their organisation. (Source: GOV.UK)
- **Workforce Satisfaction**
92% of businesses see improved workforce satisfaction when placing learners on apprenticeships. (Source: National Apprenticeship Service)



Our experience with Datalaw has been nothing but positive in the encouragement and support both to our apprentice and to the firm in our objective. I would unhesitatingly recommend Datalaw for this route for those who want to advance their home grown talented team members.

Andrew Horwich, Senior Partner at Symes Baine Broomer Solicitors



Madi is doing so well and I am very proud of her achievements to date. Thank you to Alex and Datalaw for all the encouragement and training that you have given to Madi in her apprenticeship.

Anna O'Mara, Partner at Sills & Betteridge Solicitors



We are very proud of how far Danni has come with her course. We think this has aided her confidence and developed her skills. It was great to hear about Danni's progress and I look forward to our review meetings.

Robyn Murphy, Manager at Fraser Hollands Solicitors

Data Protection Officer Apprenticeship

Building data protection capability from foundational understanding to nationally recognised Information Governance practitioner level.



This government funded Data Protection Apprenticeship includes best practice training on UK GDPR, cybersecurity for data professionals, AI governance, DPIA and risk management, data obligations, and so much more. Ensuring your organisation's data is secure.

Duration:	16 months training + up to 4 months available to take final assessment.
Funding:	Funding of up to £10,000 available. Co-funded employers pay no more than £500; levy-paying employers use their levy funds.*
Progression:	Develop onto Senior Data Protection roles.
Qualification:	Foundation Degree Equivalent.
Education Criteria:	We advise a GCSE English & maths at Level C/4 or higher.
Experience Requirements:	To be in an appropriate role to where you can gain access to policies.

Why Learners Choose the Data Protection Route

- The only government recognised qualification for data protection and information governance practitioners.
- Built around practical implementation within your organisation.
- Learn how to avoid any risks of data breaches including AI risks.

* Visit page 2 for more information on funding rules.



[www.datalawonline.co.uk/
pages/data-protection-
officer-apprenticeship](http://www.datalawonline.co.uk/pages/data-protection-officer-apprenticeship)

Data Protection Curriculum

Modules

- Regulation and Legislation
- Working with Stakeholders
- Training Strategies
- UK GDPR
- Organisational Policies and Procedures
- DPIA and Risk Management
- Data Obligations
- AI Governance
- Continuous Improvement and Regulatory Toolkits
- Regulatory Correspondence
- Internal and External Auditing
- Role of the Data Protection Officer
- Managing Data Breaches
- Self-Reporting Data Breaches
- Management & Assessment
- Cybersecurity

Qualification Benefits

- Every organisation requires a Data Protection Officer to provide trusted oversight of data protection, security, breach management, and the development of robust policies and procedures.
- Demonstrates verified expertise in data protection law, governance, and risk management, strengthening career progression and employability.
- A formal Data Protection Officer qualification provides the knowledge and confidence to challenge poor practice, advise senior stakeholders, and influence organisational decision-making.

Organisations Who Chose This Programme



UK GDPR Data Protection Officer (DPO) Practitioner Course

Develop the confidence and skills to operate effectively as Data Protection Officers.

This comprehensive 3-day DPO training programme has been designed to meet all Datalaw competency requirements while providing practical, hands-on experience across all eight core modules. The course structure carefully balances theoretical knowledge with real-world application through departmental scenarios, ensuring participants develop the confidence and skills to operate effectively as Data Protection Officers.



Format: 3-Day Intensive Programme (21 teaching hours + assessment)

Assessment: Written exam + Practical scenario

Outcome: Competent, operationally confident Data Protection Officer

Price: £1,250 + VAT (one-off fee)

Pass Mark: 70%

This course creates a practical DPO, not just theoretical knowledge.

Unlike many GDPR courses that focus only on legislation, this programme:

- Covers all 8 core competency modules
- Includes 21 teaching hours
- Uses real departmental scenarios (Marketing, HR, Sales, Finance, Customer Service)
- Includes SAR handling deep dive
- Covers FOIA and Environmental Information Regulations
- Includes written + practical assessment
- Requires 70% pass mark
- Ensures operational confidence

Modules & Time Allocation

The course content is structured to align with Datalaw competency requirements while ensuring DPO-relevant practical application. The following table shows how the 21 teaching hours (excluding breaks and lunch) are distributed across the eight modules:

Modules	Hours
• Module 1: UK Data Protection Regime	3.75
• Module 2: Handling Data Subjects' Rights	4.5
• Module 3: Managing Data Protection Risk	3.37
• Module 4: Data and Cyber Security	2.75
• Module 5: Policies and Procedures	2.0
• Module 6: Freedom of Information Act 2000	2.0
• Module 7: Environmental Information Regs 2004	1.0
• Module 8: Records Management Toolkit	0.75
• Assessment & Review	2.25

What Makes This Course Different?

Department-Based Practical Model

Participants are assigned to departments (Marketing, Finance, Sales, HR etc.) and work through real compliance challenges.

That means:

- They learn how GDPR applies in real life.
- They leave able to implement immediately.
- They understand legitimate interests vs consent.
- They can manage special category data.
- They can deal with automated processing risks.

Schedule

Day 1: Foundations & Legal Framework

- Welcome & Course Introduction
- UK Data Protection Regime
- The Seven Principles in Practice
- The Role of the DPO
- Individual Rights & Transparency

Day 2: Accountability & Operational Excellence

- Day 1 Recap & Subject Access Requests Deep Dive
- Other Individual Rights & Records Management
- Data Protection Impact Assessments
- Accountability Framework & Records of Processing Activities (RoPA)

Day 3: Security, Transparency & Public Rights

- Welcome & Course Introduction
- UK Data Protection Regime
- The Seven Principles in Practice
- The Role of the DPO
- Individual Rights & Transparency

Assessment Structure

Part 1: Written Examination (45 minutes)

- 50 multiple-choice and scenario-based questions
- Coverage weighted to match module percentages
- Pass mark: 70%

Part 2: Practical Scenario Assessment (45 minutes)

Comprehensive departmental scenario requiring participants to demonstrate practical DPO skills across multiple competency areas.

Why Data Protection Training Matters For GP Surgeries

GP surgeries handle highly sensitive patient records including medical history, diagnoses and prescriptions that require absolute confidentiality. Data breaches can undermine patient trust and expose practices to significant regulatory action from the ICO and NHS England.

Common Data Protection Challenges in GP Surgeries

GP surgeries manage complex patient data across multiple systems whilst balancing clinical needs with data protection obligations. Common challenges include:

- Securing legacy clinical systems that may not meet modern data protection standards
- Managing patient data across multiple staff roles with varying access requirements
- Handling data sharing requests from other healthcare providers and third parties
- Complying with both GDPR and NHS-specific regulations like the Data Security and Protection Toolkit

What Happens If You Get It Wrong?

Failures in data protection can result in serious consequences including regulatory fines, loss of patient confidence, and compromised clinical care.

- ICO fines up to £17.5 million or 4% of turnover, whichever is higher
- Removal from NHS General Medical Services contracts and loss of practice funding
- Patient litigation and compensation claims for breaches of confidentiality
- Reputational damage affecting patient registrations and practice viability
- Criminal prosecution of individuals under the Data Protection Act 2018

After completing training, your GP surgery DPO will be able to:

- Conduct Data Protection Impact Assessments for new clinical systems and processes
- Establish clear data handling policies aligned with GDPR and NHS guidance
- Implement role-based access controls limiting staff to necessary patient data
- Develop incident response procedures for potential data breaches
- Create staff training programmes ensuring all team members understand obligations
- Manage third-party data processor contracts with appropriate Data Processing Agreements
- Maintain a comprehensive Records of Processing Activities register
- Ensure lawful basis exists for all patient data processing activities
- Implement patient rights procedures for access requests and data deletion
- Conduct regular data protection audits and compliance reviews

Apprenticeship Onboarding Process



“I would definitely recommend Datalaw to other firms, this apprenticeship has certainly given Helen a boost... it’s worth it and we’d do it 100 times if we could.” ~ Nicola Borthwick, Solicitor at Lichfield Reynolds

1 Register Your Interest

Submit your application through our online form to begin your enrolment process.

2 Complete Enrolment

Our admissions team will guide you through the simple steps to start your qualification.

3 Funding

Manager signs employer agreement and signs up to the government platform to reserve funding and pay 5% fee.

4 Induction

Induction meeting with learner, manager and tutor. Manager and learner sign the commitment statement and apprenticeship agreement.

5 Access Your Learning Portal

Receive instant access to online resources, webinars, and study materials.

6 Begin Your Journey

Start your first workshop and take the next step towards a fulfilling and rewarding career.



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