Data Protection E-Learning Training

Data Protection training is a mandatory requirement for all new staff and forms part of the College's Imperial Essentials for completion every 2 years. It is also available and recommend for all students.
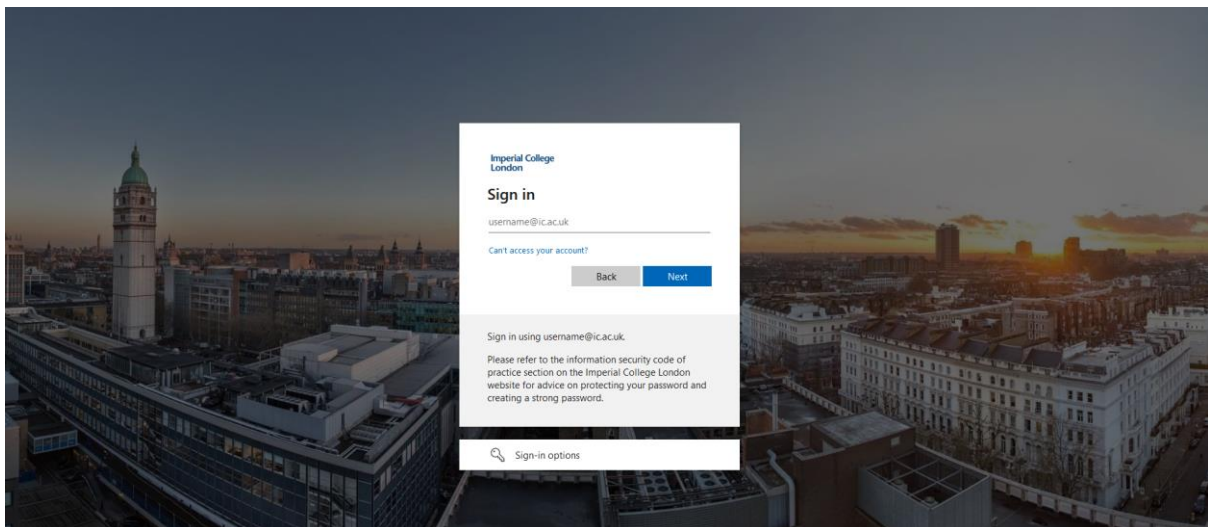
Once you have completed the course and in order for your training to be validated, you will need to take a short online test (see listed link in Blackboard – *'GDPR Assessment'*) with a mark of 75% or higher considered a pass.

Please note - if confident, users can complete the GDPR Assessment only without repeating the course.
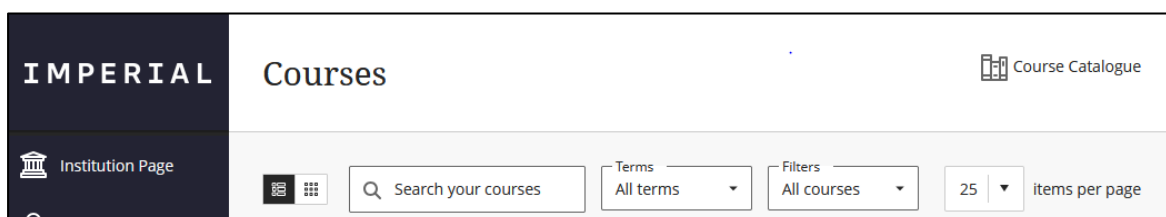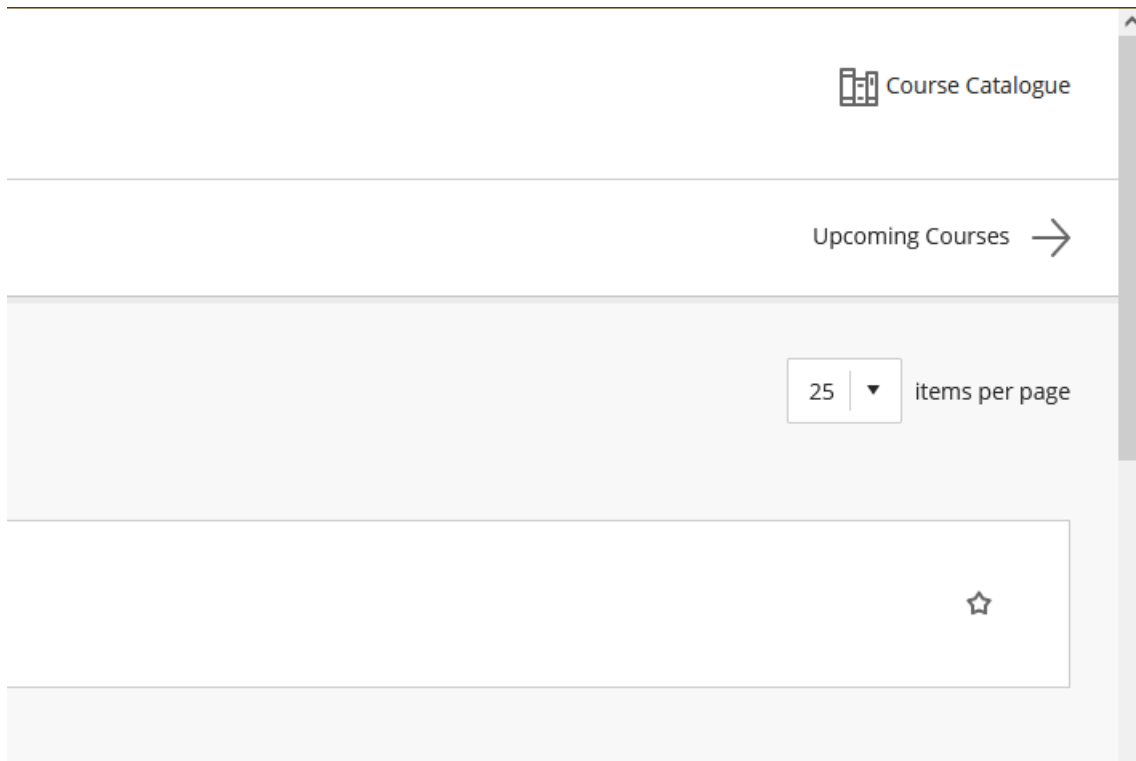
To access the online course:

Step by step instructions

1. Go to [Blackboard Learn](#), enter your College username and password and click Login. Ensure that your web browser (Firefox, IE, Chrome etc.) will allow popups and accept cookies from the Blackboard website.
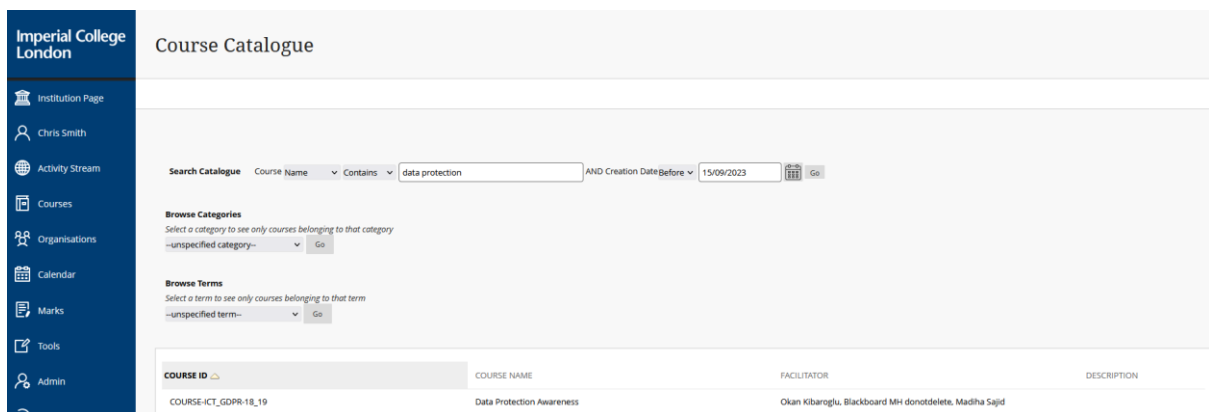

2. Select the **Course Catalog** button in the top right corner of your screen.

 3. Search for **Data Protection** in the **Course Search** field to find the course information in the Course Catalogue.

4. Hover over the **Data Protection Awareness** – COURSE ID "COURSE-ICT_GDPR-18_19",
select the arrow that appears next to it, click **Enrol** and then **Submit** to self-enrol on the course.

COURSE ID △	COURSE NAME
COURSE-ICT_GDPR-18_19 ⌄	Data Protection Awareness

Enrol

5. Click on **Submit**

6. Click **OK** to confirm enrolment.

7. The course will then open, click on the "Data Protection Awareness" link to start the Data Protection Awareness course page.

Data Protection Awareness

Data Protection Awareness Course

Imperial College needs to collect, store and process personal data in order to carry out its functions and activities. The College is a controller for most of the personal data it processes and is committed to full compliance with the applicable data protection legislation including the General Data Protection Regulation (GDPR) and all legislation enacted in the UK in respect of the protection of personal data as well as the Privacy and Electronic Communications (EC Directive) Regulations 2003.

Staff must understand what personal data and sensitive personal data (also known as special categories of data) are and that carrying out any activities involving such data is subject to certain protections as set out in the GDPR.

Accordingly, this online course focuses on the key principles set out in the GDPR. More details and resources can be found on the College's data protection web pages at http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/

Taking the course

Please complete the learning materials for this course using the "Data Protection (GDPR)" link below then complete the test " GDPR Assessment".

A mark of 75% or higher will be considered a pass. You can access your results using the "Results" link in the left hand menu.

Data Protection (GDPR)

GDPR Assessment

Training for Information Asset Owners / Administrators

This training is currently being created and is separate to the Data Protection Awareness Course.

It will cover the creation of Information Asset Register entries and Data Protection Impact Assessments and will cover the expectations on roles including Information Asset Owners.

For more information please see - Data Asset Registration Tool - DART