

Data Protection Essentials for Financial Services

Available from the National Skills Academy for Financial Services, in partnership with Cylix

Introduction

With ever-increasing amounts of personal data being processed by firms and identity theft on the rise, it's never been more important for employees to know how to protect personal data and comply with the Data Protection Act.

And the stakes really couldn't be any higher: criminal proceedings, large fines, seizure of personal data and civil action are all likely outcomes of failing to comply with the Act. That's bad enough on its own, but when you factor in damage to your firm's reputation the picture's even bleaker.

Fortunately, it's not all bad news. **Data Protection Essentials** is a next-generation e-learning course that provides Financial Services employees with the practical knowledge and skills they need to comply with the Data Protection Act.

Featuring detailed explanations of all eight principles of the Act, case studies to explore the practical implications of the law, and a unique 'ask the expert' feature for employees who need to know more,

Data Protection Essentials is the most comprehensive and cost-effective data protection training package available online – and it is tailored specifically for those who work in the industry.

Course overview

Data Protection Essentials is structured into four bite-sized modules, enabling your employees to study it in short sessions and find the specific information they need, when they need it:

Why protect data? (15 mins)

- Why is it so important to protect personal data?
- The purpose of the Data Protection Act.
- What is "personal data"?
- What is "processing data"?
- Penalties of failing to comply with the Act.



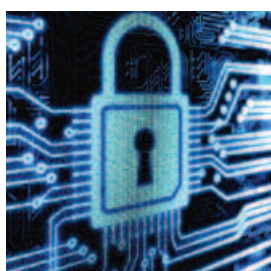
"Feedback from employers within Financial Services told us that there was a need for a high-quality online data protection course for the industry. They told us that it needed to help them meet the legal and regulatory requirements but also engage the learner so that the knowledge was retained.

We have met this need by working in partnership with a true specialist in e-learning – Cylix. Together, we have adapted their market-leading **Data Protection Essentials** course to meet the specific training needs of employees within the Financial Services. The end result is a cutting edge course that brings to life what some find to be a dry subject, and offers great value for money."

Sylvia Perrins, CEO, National Skills Academy for Financial Services



practical knowledge



Data protection principles (30 mins)

- What are the eight principles of the Act?
- How do each of the principles apply in practice?

What should you do? (15 mins)

Take the hot seat in a range of Financial Services case study situations covering all key aspects of the Data Protection Act.

The data protection challenge (10 mins)

Answer the test questions correctly to re-forge the fabled shield of data protection... and earn your very own course completion certificate!

Throughout the course, employees have access to a unique 'ask the expert' feature, enabling them to get answers to their data protection questions and develop a deeper understanding of key aspects of the law.

Key features and benefits

The Data Protection Essentials course:

- Is highly cost-effective.
- Has been specifically adapted for the Financial Services industry, making the training directly relevant to your employees
- Is verified by legal experts, so you can be sure it reflects all current legislation and best practice guidelines.
- Includes free legislation updates, so it remains relevant during the entire period you deploy it.
- Incorporates high levels of interaction, case studies and photodrama sequences to engage users and develop their understanding of the practical implications of key legal issues and concepts within a Financial Services context.
- Includes a comprehensive mastery test to verify understanding of all key learning points.
- Interworks with any SCORM-compliant learning management system, enabling you to monitor and report on usage.
- Offers a full range of accessibility features for people with disabilities.
- Runs on almost any computer with a browser and Flash player.
- Can be customised to your firm – both for content and branding – and deployed through your own IT systems

cutting edge

System requirements

The course runs on both PC and Mac systems with:

- Minimum 800 x 600 display
- Web browser with Adobe Flash Player™ 7 or above
- A soundcard is required for audio, but isn't essential.

Pricing

- 1-100 users – £25 per user
- 101-500 users – £20 per user
- 501-1,000 users – £15 per user
- Over 1,000 users – rate to be agreed



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