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# GDPR Online Training

## About the Course

The General Data Protection Regulations (GDPR) affect all businesses who handle customer information and the hospitality industry is no different. With a constant stream of guests and customers it is important that you handle their data safely, securely and in line with the regulations.

As you study the material in this course, you should be able to recognise the significance of the GDPR regulations and apply them to your work, whether you handle data on reception, you are part of a booking team or are staff who collect customer information.

This course will introduce you to the different data protection terms and you will be able to recognise the role and purpose of the data processor, data controller and Information Commissioner to name a few.

Once you have studied this course you will be able to confidently and correctly handle personal data and implement each of the data protection principles.

You will also be familiar with responding to a data breach and following the necessary reporting procedures.

## Who Should Complete this GDPR Course?

The course is designed for all services that use or hold personal data, both inside and outside of the EU, and who need to have an understanding of the rules of the GDPR.

## Format

The GDPR course is accessed through a dedicated learner portal. Your course material is presented in an interactive and easy to follow presentation enabling you to study at your own pace. The course is divided into simple sections with a short quiz at the end of each to test your knowledge. Once you have progressed through each of the course sections you can complete an end of course quiz which consists of 10 multiple choice questions based on the material that you have studied. In order to pass the course, you will need to answer 8 out of 10 questions successfully (80% pass). Once you have passed the course you can download your course certificate in PDF from your learner area. If you don't pass the course first time, don't worry, you can resist the test as many times as required.

## Duration and Time Limit

The GDPR course takes approximately 1 hour to complete, although there is no time limit and you can do it in your own time and in stages.

## Certificate

After passing the GDPR course you can immediately download your PDF certificate, which is endorsed by the Institute of Hospitality.

## We Only Work with the Very Best

Our GDPR course has been written in association with business experts with many years' experience in their field. You will be learning from the best and you will come away from your training inspired by mentors who understand your industry.