



Training and Awareness

Ready-to-use training materials to help your staff understand their data protection responsibilities - with the option of live training sessions delivered remotely or in-person.

WHAT I CAN PROVIDE

Training materials

A comprehensive Data Protection Awareness Training Workbook, designed to guide staff through their key responsibilities under UK GDPR - ready to use as part of induction, a team meeting, or a structured refresher session.

Awareness resources

Covering the essentials of data protection for display in your workplace - practical reminders at a glance.

Live training sessions (remote or in-person)

If you'd prefer me to deliver training directly to your team, I offer tailored sessions covering the topics below.

COMMON TRAINING TOPICS

- **General UK GDPR awareness for staff and volunteers**
Practical understanding of key principles, responsibilities, and how data protection applies in everyday roles
- **Handling personal data in day-to-day work**
Secure and appropriate handling of personal data in real working situations across different roles
- **Data breach awareness and incident response**
Understanding what constitutes a breach, how to identify it, and the immediate steps to contain and escalate it
- **Data sharing, third parties, and common risk areas**
Safe approaches to sharing personal data externally, and awareness of frequent risks such as misdirected emails and insecure storage
- **Requests from individuals**
How to recognise and respond appropriately to requests to access, correct, or delete personal data
- **Role-based application and real-world scenarios**
Practical examples tailored to different roles, with discussion of common situations encountered in day-to-day organisational activity.

Why Three Counties Data Protection?

- **Qualified and insured.** Liz Sydenham holds the BCS Practitioner Certificate in Data Protection and carries full professional indemnity insurance.
- **Plain English, always.** No unnecessary complexity. Advice that is proportionate to the size of your organisation – not scaled down from a corporate template.
- **Built for organisations like yours.** Three Counties Data Protection works exclusively with small businesses, charities and community organisations across Worcestershire, Herefordshire and Gloucestershire.
- **One point of contact.** You will always deal directly with Liz.
- **No surprises.** Fixed price, agreed in advance. The price you see is the price you pay.

Need some training or advice?

Get in touch for an informal discussion. I'll explain your options, talk through your requirements, and provide a clear fixed-price quote where appropriate.

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How It Works

Training is designed to be practical and relevant from the start. Before any session is delivered, I take the time to understand your organisation so that the content reflects how you actually work - not a generic off-the-shelf course.

01

Initial discussion

We agree the scope of training, delivery format, and any specific focus areas for your organisation.

02

Tailoring and preparation

Training content and workbook context are adapted to reflect your organisation's roles, risks, and processes.

03

Delivery of training session

Training can be delivered in-house or I can deliver it in-person or remotely if you prefer.

04

Follow-up and certification

Participants receive certificates, and a training log is provided for your organisational records.

What's Included?

This service provides data protection awareness training delivered either in-house or by me in-person or remotely, supported by a comprehensive participant workbook.

Training is tailored to your organisation and can be delivered as induction training for new starters, refresher sessions for existing staff and volunteers, or bespoke sessions focused on specific risks or roles.

Each session is practical and accessible, with a focus on real-world application of UK GDPR principles.

Following completion of training:

- Each participant receives a certificate of completion
- A training log is provided for organisational records
- Participants retain a completed workbook for ongoing reference
- Sessions include opportunities for questions and discussion
- Key concepts are reinforced through practical scenarios and examples

The focus throughout is on practical understanding, helping people make informed decisions and avoid common mistakes when handling personal data.

When Training Is Most Useful

■ Onboarding new staff or volunteers and need structured induction training	■ Refreshing or reinforcing existing understanding of data protection responsibilities
■ Introducing new systems, processes or ways of working involving personal data	■ Aiming to reduce the risk of common data handling errors such as email mistakes or insecure storage
■ Gaining a better understanding of how to respond to requests from individuals (e.g. access or deletion requests)	■ Improving overall awareness of data protection risks and responsibilities across the organisation

About Three Counties Data Protection

Three Counties Data Protection is a sole-trader consultancy based near Upton-Upon-Severn in Worcestershire, providing practical, proportionate data protection advice to small businesses, charities and community organisations across Worcestershire, Herefordshire and Gloucestershire.

The consultancy was founded on a straightforward premise: that small organisations deserve the same quality of data protection advice as large ones - but delivered in a way that makes sense for their size, their budget, and the way they work.

Credentials and experience



BCS Practitioner Certificate in Data Protection

A recognised professional qualification in UK data protection law and practice, awarded by the British Computer Society.



Professional indemnity insurance

Full professional indemnity cover - so you have recourse if anything goes wrong.



Information governance and compliance background

A professional background spanning information governance, database implementation, project management, and governance support - including experience as Clerk to Governors and Company Secretary. This breadth means advice is practical and grounded in how organisations operate, not just what the law says.



Plain English specialism

A consistent commitment to translating legal and regulatory complexity into clear, accessible language - in every report, every template, and every conversation.

Frequently Asked Questions

Who is this training suitable for?

This training is suitable for staff and volunteers in small businesses, charities and community organisations who handle personal data as part of their role, including new starters. It is designed to be accessible regardless of prior knowledge.

Can I use the materials to run training myself?

Yes. The workbook and accompanying resources are designed to be used in-house without specialist knowledge. If you have questions as you go, ad hoc support is available by the hour.

Can the workbook be tailored to our organisation?

The workbook covers UK GDPR as it applies to small organisations generally. If you'd like a version adapted to your specific sector or processes, please get in touch to discuss.

Do participants receive anything after the training?

Yes. Each participant receives a certificate of completion, and the organisation is provided with a training log for record-keeping purposes.

Is the workbook included?

Yes. All participants receive a comprehensive Data Protection Awareness Training Workbook, which can be used during the session and kept for future reference. A workbook is also available as a standalone purchase.

This service guide is part of a series from Three Counties Data Protection

Each guide covers a different way I can help your organisation with data protection.

1
Data Protection
Audit

2
Documentation
Preparation

3
Ad Hoc Support

4
Training and
Awareness