

02 May 2018

Dear Principal

**GDPR Preparation Training – First Phase.**

Further to the EA Chief Executive's letter dated 27 April 2017 in relation to preparations for GDPR, online training is now available for Principals and one other person in each school.

The steps below outline how to access the training.

**Step 1: Registration**

Click on the link below to register yourself as Principal and one other person from your school for online training.

<http://www.eani.org.uk/about-us/think-data/registration/>

You must complete all fields. Email addresses are essential and must be correct as the details of the training course will be sent by email.

You have five days to register before registration expires. You can use any valid email address to register.

Registration details will be sent to the Northern Ireland Civil Service (NICS) Centre for Applied Learning (CAL) for enrolment.

**Step 2: Welcome**

NICS will send a welcome note, providing a web-link and password to access the training. This will also provide you with access to future E-Learning services which EA may provide so please retain your account details.

**Step 3: The GDPR Course**

The GDPR online training should take approximately 2 hours to complete. It can be completed on any C2k computer (must have streaming enabled), or from any computer, chromebook, tablet or smartphone which has access to the internet. Your progress is recorded at the end.

You do not need to complete the course in a single sitting, though you may get the most out of it if you do. You may also retake the course if you wish.

#### **Step 4: Compliance**

The EA Data Protection Officer (DPO) will be provided with a report on participation and outcomes for monitoring purposes. This is a legislative requirement under the GDPR regulation.

#### **Step 5: Evaluation**

When the training is complete, EA may contact a sample of participants to evaluate the programme. This is voluntary.

If you have any difficulties accessing the course please contact 028 8241 1300 or [thinkdata@eani.org.uk](mailto:thinkdata@eani.org.uk)

We will be in touch shortly with details of EA GDPR workshops for schools.

We hope you enjoy the course.

**GDPR Implementation Team**

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