

## School of Environment, Education and Development

### Data Protection Online Unit

We are all responsible for protecting the personal data which individuals have entrusted to the University. Failure to do so can result in significant harm and distress to the individuals whose data we hold and damage to the University's reputation. It is essential that the University can demonstrate that staff have been appropriately trained and this is done via the online Data Protection course.

All academic and PSS staff who work with students or research participants are expected to undertake the course.

The course, which should take 15-30 minutes, must be completed by all staff who handle personal data e.g. personal data related to staff, students, research participants or other individuals.

The following link will take you to the course details in the University's Training Catalogue:  
<https://app.manchester.ac.uk/tbf22>

Please read the instructions and then click on the "Apply" button at the bottom of the page. This will add the course to your "My Training and Development" profile. You will then receive an immediate email with a link to the actual course. *You should aim to complete the course within two weeks of receiving this email.*

The course is presented as a series of web pages with a test at the end. You will not be recorded as having completed the course until you have successfully passed the test.

**When you receive an email confirming that you have successfully completed the course it is important that you forward it to SEEDHeadofschool@manchester for audit purposes.**

Your training and development profile will be updated within two weeks of passing the test.