

Guidance notes on delivering GDPR training

The Volunteer Learning & Development team has created a suite of resources to help you to organise and deliver training on the General Data Protection Regulation (GDPR). The trainer resources are all designed to be ‘pick-up-and-edit’, so that they can be adapted to suit volunteer needs and the training time you have available. You’ll find everything you need [here](#) to deliver GDPR training, meaning that you can spend more time supporting leaders and less time on planning. These guidance notes provide helpful information on the trainer resources available, tips for how you might want to use them and some background information on their development.

We’re always looking for ways to improve and adapt our resources to help volunteers. So, if you have any suggestions, let us know by emailing us at leadership@girlguiding.org.uk.

How do I use these trainer resources?

These training activity resources are another way of learning about the key elements of GDPR practice. You can use them on their own or within other training sessions. These resources address those areas of data protection that are considered to be complex or confusing, as well as aspects of the Regulation that benefit from being explored with participants, face-to-face, so that they can ask questions and have discussions. These resources are also designed to be used within other training workshops, such as within a county training day, commissioner induction weekends or within a Safe Space session. They can even be run within a local volunteers meeting, if that’s appropriate.

Here are some examples of ways you may wish to edit the resources:

- Include additional or replacement activities that you know work well, taking into consideration the particular needs of the participants in a session (for example, due to learning preferences or those with dyslexia/dyspraxia).
- Reduce or lengthen sessions to fit the time you have available. The timings included in the resources are an estimate. You may need to allow more time, or less, to suit the needs of your participants, the size of your group or other influencing factors.
- Combine different activities together to fit the training requirements for a session.
- Remove any specific information that is not relevant to the training you’re doing.
- Combine with other training topics you’re planning to cover, as appropriate to your participants or the requirements given to you by the training organiser.

If you’re planning to edit these resources significantly, thinking of creating new ones or are unsure about certain aspects of GDPR, get in touch with the Data Protection team at Girlguiding HQ (dataprotection@girlguiding.org.uk).

If editing the resources, please ensure you follow the [Guidelines for Using Our Programme Images, Icons and Resources](#) and the [editorial guidelines](#).

Note: there's a GDPR [e-learning module called *Keeping Information Safe*](#), which all volunteers should be encouraged to complete, ideally prior to attending any face-to-face training on the subject.

What do the training resources consist of?

You can download all the [training resources here](#).

These GDPR training resources consist of 11 activities, which take between 10 to 30 minutes each to deliver and can be delivered on their own or combined as you see fit. The full GDPR presentation (activity 004) can be delivered in 30 minutes or can be extended by incorporating various other activities into it, according to your needs locally (some suggestions for this are included in the activity plan). These resources are all participative, meaning that volunteers actively get involved - ensuring they get the most out of the session. They all have links to further reading, which can be sent to participants before or after the session.

The activities to choose from are listed below. Trainers should select an activity (or activities) for their participants based on the training session they're running (for example, if attaching a session to a county training day, maybe choose one or two of the activities depending on the time you have). The learning preferences of the group and the current level of expertise of the group (if known) is also something you'll be taking into account.

Each activity is made up of the following:

Activity plan

- All information for delivering the training and learning points.
- You'll still need to review the activity plan and decide on what you'll need to adapt to meet the specific requirements of the volunteers attending your training, as well as the space you're presenting in, just as you normally would (for example, timings, what to bring, resources available, etc).
- Further reading to share or signpost participants to.

Slides - PowerPoint presentations (only some activities have these)

- The slides reflect and support the activity plan.
- The trainer notes contain some extra information on the subject for trainers (where necessary) and suggestions to help you with delivery of the session (for example, possible questions to ask participants).

Activity resource

- These are the resources needed to do the activities that are included in the activity plan, such as scenario cards or worksheets.

Should any questions arise in your training that you can't answer, you can send them to dataprotection@girlguiding.org.uk.

No.	Title	Learning objectives (Participants will...)	Delivery format	Length	Resources required
001	Creating a net of protection	<ul style="list-style-type: none"> Share top tips in how to protect data within Girlguiding. 	Group discussion, demonstration.	10-15 minutes.	<ul style="list-style-type: none"> <i>Creating A Net Of Protection Activity Plan GDPR 001.</i> <i>Top Tips Slides GDPR 007.</i> <i>Ball of string or twine.</i>
002	Quiz	<ul style="list-style-type: none"> Complete a quiz on good data protection practice within Girlguiding. 	Quiz - individual/pair or small group discussion and decision-making. Whole group feedback.	10-20+ minutes.	<ul style="list-style-type: none"> <i>Quiz Activity Plan GDPR 002.</i> <i>Quiz Question Sheet Activity Resource GDPR 002.</i> <i>Quiz Answer Sheet Activity Resource GDPR 002.</i> <i>Quiz Slides GDPR 002 (optional).</i> Laptop and projector (optional). Keeping Information Safe leaflet.
003	Scenarios	<ul style="list-style-type: none"> Explore and discuss various scenarios in data protection to identify good practice in data protection within Girlguiding. 	Small group discussion, whole group feedback.	10-20+ minutes.	<ul style="list-style-type: none"> <i>Scenario Activity Plan GDPR 003.</i> <i>Scenario Cards Activity Resource GDPR 003.</i> <i>Scenario Answer Sheet Activity Resource GDPR 003.</i> Keeping Information Safe leaflet.
004	GDPR presentation - keeping information safe	<ul style="list-style-type: none"> Share and discuss key messages around data protection within Girlguiding. Watch a demonstration of the importance of data safety and access. Explore what actions can be taken to make data safe and why this is important. Explore what consent is, when it should be obtained and how. Identify what does and does not require consent in Girlguiding. 	Presentation and optional group activities and discussions.	30+ minutes (depending on number of activities).	<ul style="list-style-type: none"> <i>GDPR Presentation Activity Plan GDPR 004.</i> <i>GDPR Presentation Slides GDPR 004.</i> <i>Post-it notes, pens, flip chart and paper.</i> <i>Laptop and projector.</i> <i>Speakers and Wi-Fi (optional).</i> Keeping Information Safe leaflet. <i>See activity plans for each activity you choose to include for further resources required.</i>

		<ul style="list-style-type: none"> • Review the Girlguiding consent form. • Discuss and agree practical top tips for collecting and sharing data within Girlguiding. • Explore and discuss various scenarios in data protection to identify good practice in data protection within Girlguiding. • Select retention times for various forms of data commonly handled by volunteers in Girlguiding. • Discuss how to securely dispose of both digital and printed data. • Identify what is and is not a data breach. • Explain what they would do if a breach occurs. • Share top tips to avoid a data breach. 			
005	Data retention mix and match	<ul style="list-style-type: none"> • Select retention times for various forms of data commonly handled by volunteers in Girlguiding. • Discuss how to securely dispose of both digital and printed data. 	Presentation, small group discussion, sorting activity, whole group feedback.	15-20 minutes.	<ul style="list-style-type: none"> • <i>Data Retention Mix and Match Activity Plan GDPR 005.</i> • <i>Data Retention Mix and Match Cards Activity Resource GDPR 005.</i> • <i>Data Retention Mix and Match Answer Sheet Activity Resource GDPR 005.</i>
006	Demonstration	<ul style="list-style-type: none"> • Watch a demonstration of the importance of data safety, and access and raise any questions they have. • Explore what actions can be taken to make data 	Demonstration and Q&A.	10-15 minutes.	<ul style="list-style-type: none"> • <i>Demonstration Activity Plan GDPR 006.</i> • <i>Transparent bag or box.</i> • <i>A larger, non-transparent bag or box, which a padlock can be attached to and the transparent bag or box can fit within it.</i> • <i>Padlock/s (ideally one with a lock and key and</i>

		safe and why this is important.			<p>another with a combination, but one will do).</p> <ul style="list-style-type: none"> • Twist ties, string, tape or other fastenings. • Data cut up. Write a fictitious name, date of birth, address and telephone number on a piece of paper and cut up, so each bit of personal information is on a separate slip. • Top Tips Slides GDPR 007 (optional). • Flip chart and pens (optional). • Keeping Information Safe leaflet.
007	Top tips	<ul style="list-style-type: none"> • Discuss and agree practical top tips for collecting and sharing data within Girlguiding. 	Carousel - small group discussions (could be pairs), whole group feedback.	20-30 minutes.	<ul style="list-style-type: none"> • Top Tips Activity Plan GDPR 007. • Top Tips Carousel Headings Activity Resource GDPR 007. • Top Tips Slides GDPR 007. • Post-it notes and pens. • Flip chart paper and white-tac. • Keeping Information Safe leaflet.
008	Breach or no breach?	<ul style="list-style-type: none"> • Identify what is and is not a data breach. • Explain what they would do if a breach occurs. • Share top tips to avoid a data breach. 	Voting activity - small group discussion and/or whole group feedback.	15-20 minutes.	<ul style="list-style-type: none"> • Breach or No Breach? Activity Plan GDPR 008 • Laptop, projector (optional, can do without and print slides and hold up). • Breach or No Breach? Cards Activity Resource GDPR 008. • Breach or No Breach? Slides GDPR 008. • Top Tips Slides GDPR 007. • Flip chart paper and pens (optional).
009	Consent Scenarios	<ul style="list-style-type: none"> • Explore what consent is, when it should be obtained and how. • Identify what does and does not require consent in Girlguiding. 	Presentation, scenarios - small group discussion, whole group feedback.	10-15+ minutes.	<ul style="list-style-type: none"> • Consent Scenario Activity Plan GDPR 009. • Consent Scenario Cards Activity Resource GDPR 009. • Consent Scenario Answer Sheet Activity Resource GDPR 009.

		<ul style="list-style-type: none"> Review the Girlguiding consent form and Q&A. 			<ul style="list-style-type: none"> <i>Consent Scenario Slides GDPR 009 (optional).</i> <i>Information and Consent for Event/ Activity form.</i>
010	Key GDPR messages	<ul style="list-style-type: none"> Share and discuss key messages around GDPR practice within Girlguiding. 	Group discussion (can be done in pairs or small groups).	10-20 minutes.	<ul style="list-style-type: none"> <i>Key GDPR Messages Activity Plan GDPR 010.</i> <i>Key GDPR Message Cards Activity Resource GDPR 010.</i> <i>Key GDPR Messages Answer Sheet GDPR 010.</i> <i>Post-it notes and pens (optional).</i>
011	Information sourcing - What and where is the answer?	<ul style="list-style-type: none"> Source answers to key areas of data protection in Girlguiding by familiarising themselves with the information on the GDPR webpages on the Girlguiding website. 	Small group/pair or individual sourcing of information task, whole group feedback.	15-20 minutes.	<ul style="list-style-type: none"> <i>Information Sourcing Activity Plan GDPR 011.</i> <i>Information Sourcing Worksheet Activity Resource GDPR 011.</i> <i>Information Sourcing Answer Sheet Activity Resource GDPR 011.</i> <i>Computers, laptops, tablets or smartphones for each participant, pair or small group.</i> <i>Wi-Fi.</i>

And finally... Our top tips for training on GDPR

1. DO try to always consider how GDPR could be incorporated into a training session you're delivering - be it A Safe Space or 1st Response.
2. DO try to encourage as many volunteers as possible to complete the GDPR e-learning module *Keeping Information Safe* - it will give your participants a basic knowledge of what they need to know about GDPR and their role in it, so that they can see how things fit together.
3. DO review the content on the [GDPR webpages](#) on the website to make sure you're familiar with content on GDPR.
4. DO ensure that when you edit the resources, you keep the key messages and branding in line with our guidance.
5. DO feel assured that you don't have to edit the resources. You can pick them up and go, as long as the modules meet your training requirements/the needs of the training participants.
6. DO ensure that if you edit the resources that you share your good ideas with us by emailing leadership@girlguiding.org.uk, so we can include the best ideas in future updates of these training resources. We love feedback.

7. DO facilitate discussion among participants to enrich their learning and ensure various perspectives are shared.
8. DO try to make the content as engaging as it can be.
9. DO invite questions and remember, if you don't know the answer to a question, don't panic - tell the participants you'll find out, by emailing dataprotection@girlguiding.org.uk.
10. DO ask for feedback from your participants and send us any you want us to know about, by emailing leadership@girlguiding.org.uk.

Who has created these materials?

The Volunteer Learning & Development staff and volunteer team have created these materials, together with Data Protection staff and input from Girlguiding trainers. The volunteers in the Volunteer Learning & Development team are a group of Girlguiding leaders, many of whom are experienced trainers, who have a wealth of knowledge and expertise on learning and development.

Where can I go if I have questions or want to give feedback on these resources?

If you have questions about data protection, you can find out further information on the Girlguiding website. Alternatively, you can email specific questions to dataprotection@girlguiding.org.uk.

If you have feedback on these resources, and suggestions for ways they can be improved, email the Volunteer Learning & Development team at leadership@girlguiding.org.uk.

FAQs on GDPR training resources

Can trainers adapt the training resources on GDPR? (For example, add their own scenarios?)

Yes, it's fine to create your own scenarios and activities to use. Please refer closely to the data protection policies and procedures available from the [GDPR webpages](#) to ensure you're giving accurate information and, if in doubt, and you have queries on the accuracy of anything relating to GDPR, email dataprotection@girlguiding.org.uk.

Who can use the training resources on GDPR? Can prospective trainers use them? Are there any trainer qualification module requirements?

Any Girlguiding trainer (who has completed the data protection e-learning) can use the training activities on GDPR. There is no specific Girlguiding trainer qualification module requirement.

Is there a certificate for those completing this training on GDPR? Can volunteers' GO records be updated to say they attended a session on GDPR?

There's no certificate for attending a training session on GDPR and no way to record this on GO currently.

Can I collect feedback from volunteers attending a training session I run on GDPR?

You may use the participant feedback form provided if you want to collect feedback for use locally or conduct this however you wish. Currently, Girlguiding HQ is only collecting feedback from those completing the e-learning.

If, as a trainer, you want to share your feedback on the training resources, you can email it to leadership@girlguiding.org.uk.

FAQs on GDPR

Please see the [GDPR webpages](#) for an extensive bank of FAQs on GDPR policy and practice. Note: these are regularly updated in line with questions the Data Protection team receive.