

LW/KL/NSI 012 18

28 March 2018

To: All NSI Approved Companies - FAO 'Main Contacts'

Dear Colleague,

NEW! GDPR ONLINE E-LEARNING COURSE FOR NSI APPROVED COMPANIES

With the General Data Protection Regulation (GDPR) deadline of 25th May 2018 just around the corner, NSI has developed a new general guidance in the form of an e-learning course to enable you to familiarise yourself with the GDPR essentials.

This letter explains how you can:

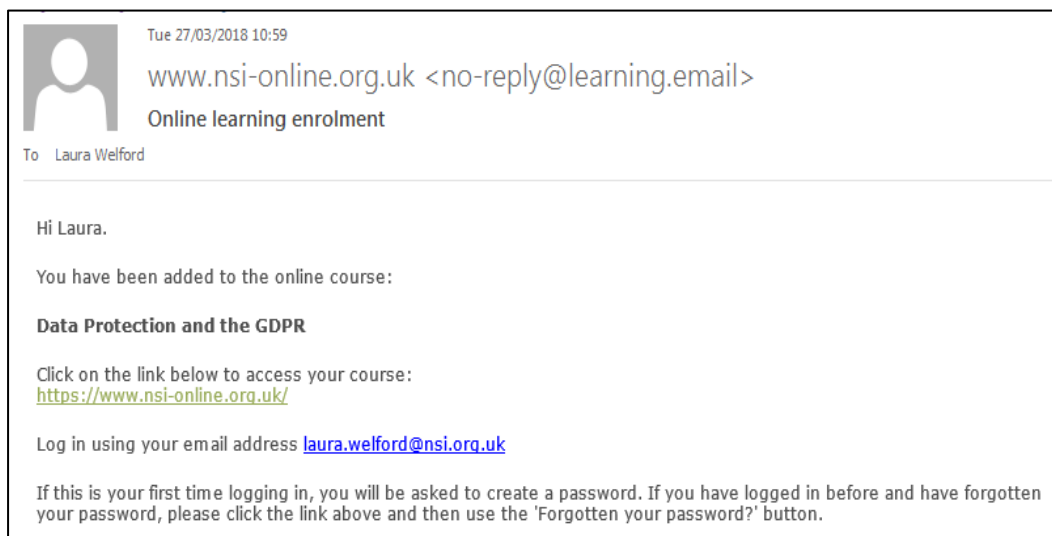
- complete this NSI GDPR e-learning course personally;
- obtain a personalised certificate of GDPR awareness training;
- make this training available to your employees.

This new course is for the exclusive use of NSI and its approved companies to assist in staff awareness training and GDPR compliance. It provides essential information that employees should be aware of regarding the GDPR.

The course takes approximately 30-45 minutes to complete. It is interactive, informative and designed to be engaging and assist learning about GDPR. It takes e-learners through the history of data protection, explains what the GDPR and the new requirements entail, and includes a multiple choice quiz to test understanding. (More detail about the GDPR can be found online if needed.)

The course will be available from **Wednesday 4th April 2018** to each nominated 'Main Contact' for each NSI approval held by your company, as currently held in NSI records.

What happens next? As the nominated 'Main Contact', you will receive an invitation from Nimble* (the e-learning platform provider selected by NSI to provide this training course) to enrol on this course, with instructions of how to log in and complete the course (see the next page for an example of the invitation email). If you have not received this invitation by 4th April, please contact NSI. Enrolling is, of course, optional, and you will not receive any further communication about this course should you not wish to sign up.



*Note. Nimble will not use your personal data for any purpose other than the delivery of online learning through their website. Should you wish for your contact details to be removed from the Nimble system, or wish to know what information is held about you, please contact NSI. For further information on Nimble's Privacy Policy, please visit their website <https://www.nimble-elearning.com/>

In addition, we would welcome your feedback by email on any of the following:

- The relevance of this course for your own GDPR awareness.
- Its suitability for employee GDPR training.
- Subject matter suggestions for future e-learning courses NSI might consider.

NSI is using this e-learning format on a trial basis to assess its effectiveness and the interest from approved companies. Access to this GDPR course is *free* to you as the current 'Main Contact' for your company. Should you wish to enrol additional employees, an administration fee of £50 per 10 employees will apply. Please contact Maxine.Dent@nsi.org.uk with a list of those people including their business email addresses, or for any further details on the sign up process.

If you have any questions about the content of the course, please do not hesitate to contact me using the details below.

Note: This course is not available to organisations other than NSI approved companies and their employees. If you have received this letter in error or you do not believe you are the Main Contact for your company's approval, please inform your NSI Head Office contact.

Yours sincerely,



Laura Welford
Quality Manager

DDI: 01628 764865
Email: laura.welford@nsi.org.uk