



PRESENTER INSTRUCTIONS:

Data Protection & GDPR cascade briefing: 'GDPR and you'

Please read the following guidance and instructions before running your team briefing.

BEFORE the briefing:

Preparation: **allow enough time in advance to:**

1. **Book your cascade briefing** – room / location, with a projector screen, and send a calendar invite to team.
 - The cascade briefing has been designed to be delivered face-to-face and will take **60 minutes** – so do **allow an hour for conducting the cascade.**
 - **For members of a team dialling into a briefing** – you can send them the slides in advance, to play as they are listening on the phone.
2. **Review/familiarise the presenter notes** – each slide has a **strict timing allocation**, audience questions and examples. Familiarise yourself with when to move to the next sections of each slide. **Print TWO copies.**
3. **Fully download the 'Breaches film'** – have this set-up, and ready to play, during the prompt slide in the cascade pack. **Download and save on your desktop in advance of the briefing – allow c. 20 mins for this.**
4. **PRINT** the '5 things you need to know about GDPR' handout (A4, colour) – **One per person**, for each member of the team being briefed, and hand these out at the beginning of the briefing to your team.
5. **Data protection handbook & ICO film** – The handbook (PDF) and the ICO film (6MB email-friendly version) can be included as **attachments to your team email invite for the briefing** in advance. Both of these are located in the cascade briefing pack folder on the **Data Protection page on Connect.**

DURING the briefing:

1. **Running the slides, queries note-taking** – allocate an additional colleague to run the slides and play the 'Breaches film'. Ask them to keep time. Allows the presenter to run the cascade and team questions.

DIRECTLY AFTER the briefing:

1. **Cascade briefing held record** – The Data Protection team is keeping a record of the numbers of colleagues who have been briefed face-to-face. At time of writing, we have briefed more than 1,100 colleagues.
Please email: data.protection@networkrail.co.uk with details about:
 - a. the team
 - b. number of colleagues who were briefed
 - c. any queries
 - d. the name, job title and email address of your allocated data protection lead for your team
2. **Apologies?** – If any team member/s were unable to attend the briefing, please ask them to review the cascade briefing presentation; and to watch both films **'GDPR and you' – as well as the 'Breaches film'**, which can be found at: <http://connect/communities/data-protection/default.aspx> in the cascade briefing folder.
3. **'5 Things you need to know about GDPR': poster** – Use spare print copies as handy **posters in your area.**