



LOCS ACADEMY

TRAINING CATALOGUE

2025

INTRODUCTION

The Legal Services Operational Privacy Certification Scheme (LOCS:23) is the first sector-wide GDPR certification standard - approved by the Information Commissioner's Office (ICO), for legal services which includes law firms, Barristers Chambers, in-house counsel and their solution partners.

The certification was a result of two years collaboration with the ICO to produce a set of controls that both meet the GDPR requirements and are suitable for audit by a UKAS approved Certification Body.

We believe our elearnings are unique as they have at their core the knowledge as to what 'compliance' looks like gained from working with the ICO.

Aside from the LOCS Practitioner course which is specifically aimed at legal services these elearnings are relevant to all businesses and sectors that process personal data

2025 COURSE LIST

AI GOVERNANCE PRACTITIONER

AI AWARENESS FOR EMPLOYEES

PROTECTING CHILDREN'S DATA

HR PRIVACY PRACTITIONER

LOCS PRACTITIONER

AI FOR INTERNATIONAL ORGANISATIONS

AI GOVERNANCE PRACTITIONER

Do you have robust AI
governance in place?

SUITABLE FOR ALL BUSINESSES

TARGET AUDIENCE

Anyone involved with AI projects looking to set up a governance programme

COST

£400



DESCRIPTION

This course is designed to cover the fundamentals of how GDPR requirements may be impacted by A.I. and what you can do to ensure appropriate security, data subjects rights are protected and maintain accountability.

COURSE OUTLINE

- Introduction
- The Impact of A.I.
- What is Personal Data
- The Data Protection Principles & A.I.
- UK GDPR Article 22
- A.I. Best Practice
- AI Governance Framework (**NEW FOR 2025**)
 - **Constructing an AI Policy** (includes PDF download of AI Policy template)
 - **Constructing an AI DPIA** (includes PDF download of DPIA template)
 - **Constructing an AI Procurement checklist** (includes PDF download of Procurement checklist)
- Knowledge Test (requires 80% pass)

CERTIFICATE AND LOGO PROVIDED ON COMPLETION OF KNOWLEDGE TEST

AI AWARENESS FOR EMPLOYEES

Are your employees using AI?

SUITABLE FOR ALL BUSINESSES

TARGET AUDIENCE

Anyone using AI within the workplace

COST

From £20 per person depending on number of licences required



DESCRIPTION

This course is designed to cover the fundamentals of data protection requirements when using A.I. and what you can do to ensure appropriate security, data subjects rights are protected and maintain accountability.

COURSE OUTLINE

- Introduction
- The Impact of A.I.
- What is Personal Data
- The Data Protection Principles & A.I.
- UK GDPR Article 22
- A.I. Best Practice
- AI Governance Framework
 - **AI Policy**
 - **AI DPIA**
 - **AI Procurement**
- Knowledge Test (requires 80% pass)

PROTECTING CHILDRENS DATA

Does your service target
children?

SUITABLE FOR ALL BUSINESSES

TARGET AUDIENCE

Anyone processing
Children's data

COST

£300



DESCRIPTION

This course is designed to cover the fundamentals of how GDPR requirements apply to online services designed to target children and what you can do to ensure appropriate security, protect their rights and maintain accountability.

COURSE OUTLINE

- Introduction
- What is Personal Data
- The Data Protection Principles as they apply to children's data
- UK GDPR Article 8
- Risk Assessment
- Children's Services Governance Framework (CSGF)
 - Children's rights
 - Providing Information
 - Do
 - Do NOT
 - Governance Checklist
- Knowledge Test

HR PRIVACY PRACTITIONER



TARGET AUDIENCE

HR Professionals

COST

£100



DESCRIPTION

This course is designed to cover the fundamentals of how GDPR requirements may apply to general HR practices and what you can do to ensure appropriate security, employee rights are protected and maintain accountability.

COURSE OUTLINE

- Introduction
- What is Personal Data
- The Data Protection Principles
- AI and Recruitment
- Employee Health Data
- Monitoring Employees
- Employee Rights
- Data protection Best Practice
- Recent Penalties
- Knowledge Test (requires 80% pass)

AI GOVERNANCE FOR IOs



TARGET AUDIENCE

International Organisations including IFIs & MDBs

COST

300 USD



DESCRIPTION

Whilst Privileges and Immunities mean that external laws cannot typically be applied, now that the EU has published and brought into force a new EU AI Act, it is likely that in time this will impact the Pillar 9 requirements or perhaps even become a 'Pillar 10'.

Whether you are in IT, privacy, compliance or projects, if you are working on an A.I. project or looking to procure an A.I. solution it is essential you understand the data protection implications.

COURSE OUTLINE

- Introduction
- The Impact of A.I.
- What is Personal Data
- The Data Protection Principles & A.I.
- International Organisations & A.I.
- GDPR Article 22
- A.I. Best Practice
- AI Governance Framework
 - Constructing an AI Policy
 - Constructing an AI DPIA
 - Constructing an AI Procurement checklist
- Knowledge Test (requires 80% pass)

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LOCS PRACTITIONER



TARGET AUDIENCE

Law firm risk & compliance and IT

COST

£400



LOCS Practitioner Modules content

DESCRIPTION

Whether you are the internal go-to for data protection, likely to assist with data protection at your firm or an external professional offering consultancy, having a recognised certification can promote your knowledge and advance your career.

This certified LOCS practitioner (CLP) data protection course combines the compliance requirements of the first official ICO approved certification scheme for legal services with our expertise of how those data protection controls can be practically applied.

COURSE OUTLINE

- **Module 1 - Data Protection Fundamentals**
- **Module 2 - Information Security Fundamentals**
- **Module 3 - AI Governance**
- **Module 4 - LOCS Fundamentals**
- **CLP Assessment (requires 80% pass)**

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MODULE 1 - DATA PROTECTION FUNDAMENTALS

- Data Protection Principles
- What is Personal Data
- Data Subject Rights
- Data Protection Best Practice
- Learning from ICO penalties



MODULE 2 - INFORMATION SECURITY FUNDAMENTALS

- Information Security Objectives
- Passwords
- Safe web browsing
- Email security
- Device security
- Physical security
- Scams

MODULE 3 – AI GOVERNANCE

- Introduction
- The Impact of A.I.
- The Data Protection Principles & A.I.
- UK GDPR Article 22
- A.I. Best Practice
- Knowledge Test

MODULE 4 - LOCS FUNDAMENTALS

- Introduction to Official GDPR Certifications
- Introduction to LOCS:23
- Why get certified?
- Who can get certified?
- The Key Roles
- Benefits of becoming a CLP
- The LOCS:23 standard - an overview
- The UK GDPR/LOCS:23 PRACTITIONER ASSESSMENT



LOCS FELLOW

The 'LOCS Fellow' accolade is for those that have successfully demonstrated their knowledge in a range of areas making them a well-rounded data protection specialist.

The following courses must be passed to become a LOCS Fellow



For more information contact us: info@locs23.com

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