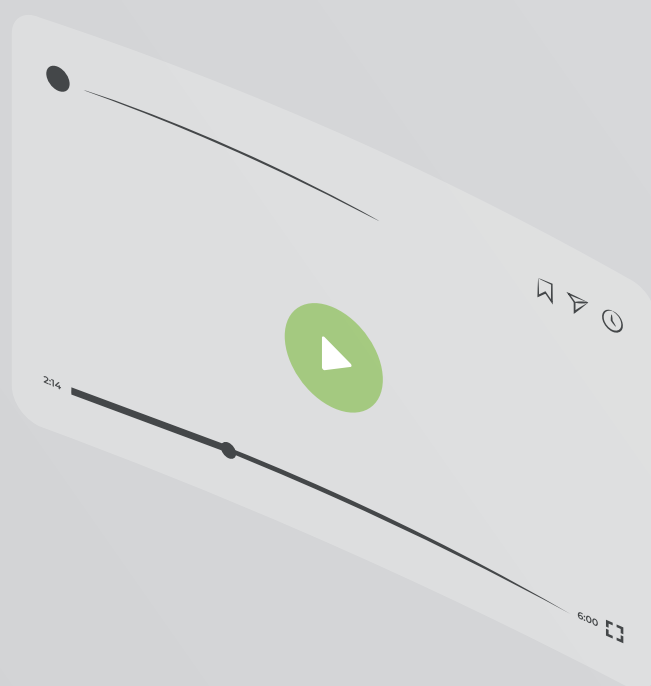# DIGITAL SKILLS TUTORIALS

## Plain language and videos in International Sign

# Table of Contents

**MODULE 1 – OFFICE APPLICATIONS**

**1.1 Word processing programmes**

Sarah needs to write a report for her boss.

Sarah wishes that:

The report is well structured.

The report has a nice layout.

Sarah wants to insert pictures into the report.

This makes the report better understandable.

Sarah often uses word processing programmes.

Sarah knows:

There are many helpful functions.

They help with compiling a report.

Sarah has never used these functions before.

Don't worry, Sarah!

We have a look at them together:

What are word processing programmes?

What can you use word processing programmes for?

What functions do they have?

Word processing programmes are software.

What do you use them for?

To write text documents, CVs or reports.

Text processing is a computer programme that is used often.

There are many possibilities for writing documents.

Text processing programmes are used in many areas:

Business world, private use, education, journalism, publishing houses and literature.

What functions do word processing programmes have?

- Writing, editing, saving und printing documents

- Copying, pasting, moving and deleting text in a document

- Formatting texts like for example: font type , bold, cursive, underlining.

- Creating and editing tables

- Inserting elements from other programmes for example: pictures and photos.

- Proof reading for spelling and grammar mistakes

You can create many different things using word processing programmes.

For example: an e-book, a blog post, a magazine, a letter, a reminder, a CV, a marketing plan, a business plan.

Examples of word processing programmes are:

- Microsoft Word

- Google Documents

- LibreOffice Writer

- OpenOffice Writer

- Apple Pages.

You use a word processing programme:

You start with an empty, white sheet.

You enter text into the document.

You can format the text.

Formatting means: You decide how the text should look.

You can also use a template:

This is easier!

Templates have pre-set designs and styles.

You use a template:

You only have to add your contents.

You want to work without a template.

Click on "new document".

Text formatting means:

You chose:

How should the text look?

For example:

- Font size

- Font colour

- Font type

- Text alignment

This means: How are words spread out in a row.

For example: left-justified: The first word in the row always starts at the utmost left.

For example: right justified: The last word in a row always ends at the utmost right.

- Spacing

- Letter case

- Layout:

For example: page orientation: portrait format or landscape format.

Side margins:

This means: How much distance is free at the top, bottom, left and right of a sheet?

You can add the following to a document:

- pictures

- graphics

- charts

- tables

There are word processing programmes online.

For example: Google docs by Google.

This is part of the office package.

It is part of Google Drive.

You have a computer with an internet connection.

You can access your Google docs.

There is an app for Google docs.

With the app, you can edit documents on your smartphone or tablet.

Sarah knows:

With these possibilities, I can structure a report.

Then the report will look good.

Sarah is pleased:

Now I can work on the report.

To the video in International Sign:



https://tools.equalizent.eu/files/play/0/-1/9ee829f2-5323-4df9-8151-03a13934dbef

**1.2 spreadsheet programmes**

Markus notices:

Job ads often state:

Applicants should know how to use spreadsheet programmes.

A spreadsheet is a document in which data is arranged in rows and columns.

Markus knows these programmes.

Markus has never used these programmes.

Markus doesn't know:

What can I do with these programmes?

Don't worry, Markus!

We have a look at spreadsheet programmes together.


Spreadsheet programmes are software.

You use them to process data.

For example: data management, data analyses

An example for date management is a contact list for clients.

An example for data analyses is a chart.

A chart is a graphic representation of data.


Examples of spreadsheet programmes are:

- Excel from Microsoft
- Numbers from Apple
- Calc from Libre Office
- Google Spreadsheets from Google

What can you do with spreadsheet programmes?

Here are some examples:

- Simple tables
- Calculations with formula and functions.
  Here function means: The computer calculates something.
- Logical functions (for example: IF-functions)
  Here is an example of an IF-function:
  There is a list with test results.
  The first column shows the names of the persons.
  The second column shows:
  How many points did the person achieve in the exam?
  In the third column, I add an IF-function:
  If the person has more than 50 points:
  The programme should show the word "passed".
  If the person has less than 50 points:
  The programme should show the word "failed".
- Charts and other graphics
- Sorting, grouping and filtering data



$$=A7+B6/2$$

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What tasks can I use spreadsheet programmes for:

- Writing a bill
- Calculating and presenting statistics
- Bookkeeping
- Solving mathematical tasks
- Address management
- Financial planning
- Sales overview

What does a spreadsheet programme look like?

You open the programme.

You see an interface.

It's called: worksheet.

Every sheet consists of cells.

A cells looks like a rectangular field.

The cells are divided into:

Columns: from the left to the right.

Rows: from the bottom to the top.

Columns are labelled with letters: A, B, C, …

Rows are labelled with numbers: 1, 2, 3, …

Every cell has a unique name.

The name consists of a letter and a number.

You can enter data into cells.

Data are text or numbers.

You can add formulas to cells.

A formula means:

The programme calculates something.

For example:

I have selected several cells with numbers.

What is the sum of all these numbers?

You can also use functions.

A function is a pre-set formula.

You want to use a calculation or a function?
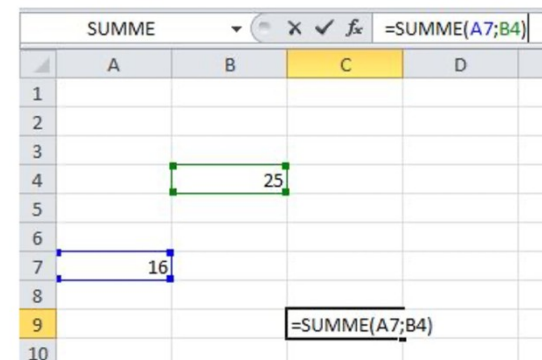
Then write the following into a cell:

- At the beginning: an equals sign (=)
- Then: the name of the function in capital letters. For example: SUM
- Then:
  The function should be used in a particular cell.

Write the name of this cell (letter and number) in brackets.

For example:

You want to calculate the sum of the fields B4 and A7?

Enter: = SUM(B4;A7)

The most important calculations and functions are:

- Adding numbers
- Counting contents
- Recognising the highest or the lowest value
- Calculating the average
- Logical functions

Analysing statistics:

You can represent the results of a statistic as a graph.

There are different ways of doing this:

For example: bar chart, pie chart

A chart is like a picture for data.

It makes data easier to understand.

There are also online spreadsheet programmes.

They are stored on cloud servers.

That means:

Many people can work on the document at the same time.

Markus is surprised.

He didn't know:

Spreadsheet programmes are very useful.

I can use spreadsheet programmes for many tasks.

He wants to try it out!

To the video in Internaitonal Sign:



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## 1.3 Presentation programmes

Markus is excited!

He can present his new ideas to his boss!

Markus wishes that:

His presentation should be impressive.

Therefore, he wants to make a digital presentation.

Markus doesn't know:

What should I put into the presentation?

What do I need to pay attention to?

Don't worry, Markus!

We have a look at it together!

Digital presentations are visual support for lectures and presentations.

There are many different programmes to make digital presentations.

- PowerPoint (Microsoft)

- Keynote (Apple),

- Impress (LibreOffice),

- Google Präsentationen (Google)

With these programmes, you can put pictures, graphics and text into your presentation.
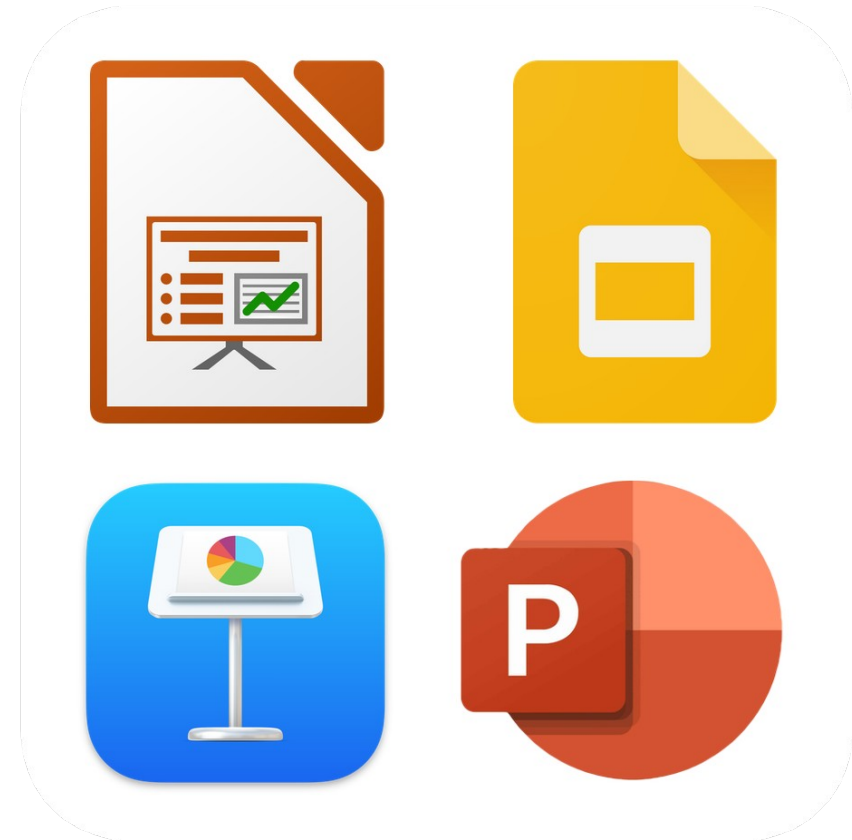
Presentations help:

To make thoughts and contents better understandable with pictures.

Your audience remembers the content better.

What is the content of a presentation slide?
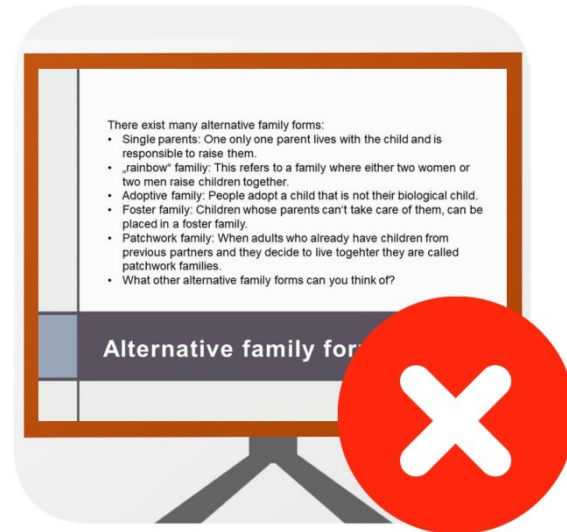
- Key words

- Big and impressive pictures

What is bad content for a presentation:

- Continuous text

- Long sentences

- Big charts

You present the content.

Your audience should not:

Read the content from the slides.

Imagine:

Every slide is an empty sheet.

You write words there.

You add pictures there.

It helps you to tell a story.

Presentation slides help you:

Your presentation is more interesting with pictures.

There are pre-set designs.
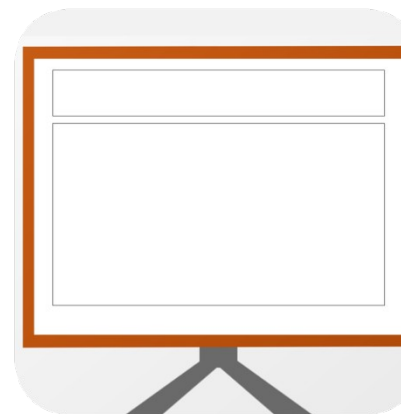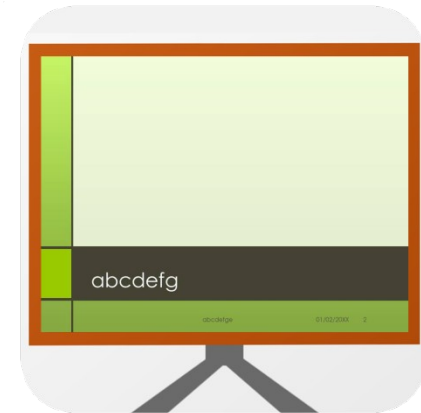
The design includes:

- Font colour

- Background

You can develop your own design.

You make a presentation for your company?

Your company has guidelines and templates for presentations.

Use them.

You use pictures from the internet for your presentation:

Pay attention:

Do I have the right to use these pictures?

There is the Creative Commons licence.

It explains: Am I allowed to use a picture?

Next to a picture is written: CC0.

That means:

I can use the picture.

I don't have to fulfil any conditions.


Next to a picture is written: CC BY

That means:

I am allowed to use the picture.

I have to indicate:

From whom is the picture?

You can add notes to your presentation.

The notes are visible for you.

Your audience doesn't see the notes.

The notes remind you:

What do I want to tell about this slide?

Pay attention:

You use a different computer for your presentation.

Can you open your presentation there?

It is best:

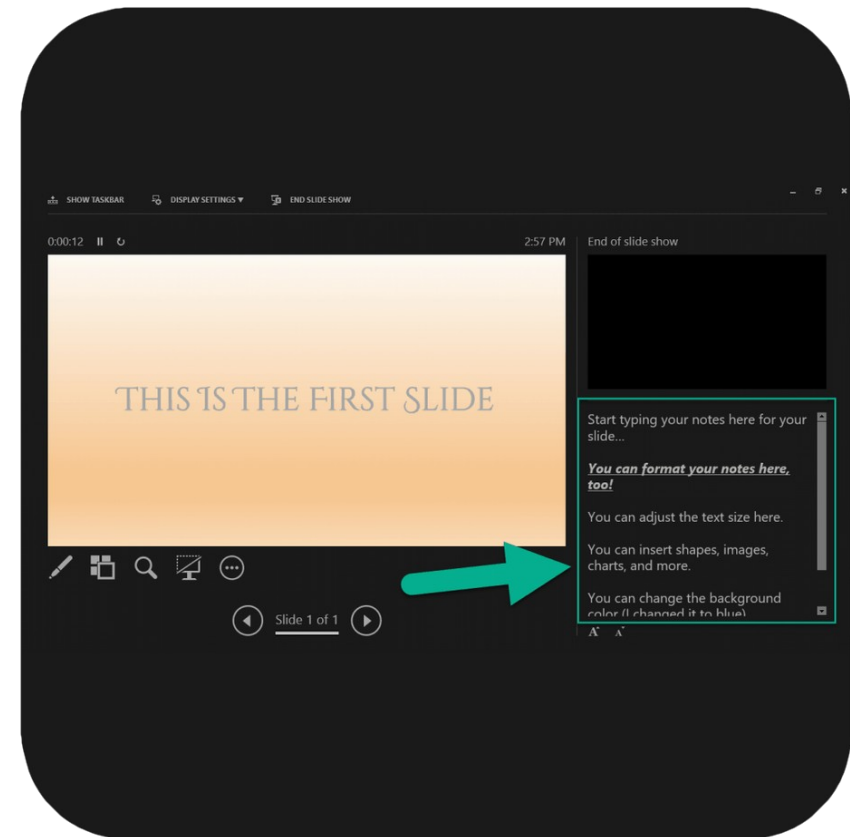To have the presentation as a pdf as well.

This can be opened on most computers.

Your presentation is over.

You want to share your slides with the audience?

Share it as a pdf.

Then the presentation can't be changed.

Here are 4 tips for your presentation:

1.      Write small amounts of text per slide.

2.      Choose a big, well-readable font.

3.      Use strong pictures

Don't use too many details.

4.      Always keep to your topics.

Markus is relieved!

That's simple.

He wants to do his presentation now.

To the video in International Sign:



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## MODULE 2 – ONLINE BEHAVIOUR

### 2.1 Online research

Markus is a graphic designer.

Soon he will start his new job at an environmental organisation.

Markus knows little about the topic of environmental protection.

He wants to inform himself about the topic.

Markus doesn't know:

How do I research information on this topic online?

Research means: to look for information.

Don't worry, Markus.

Online research means:

You look for information on a certain topic online.

This has many advantages:

- Speed

- I have access to the same information.

No matter where I live.

- I can always find information.

Also in the evening and on weekends.

You start online research with a search engine.

The best known search engine is Google.

First, you chose good search terms.

Search engines have different filters:

Language

Medium or file type (for example: website, picture, video, pdf)

Publication date

Most of the time, the search results are many pages long.

First, read the short description.

It's written directly below the search results.

Then you see:

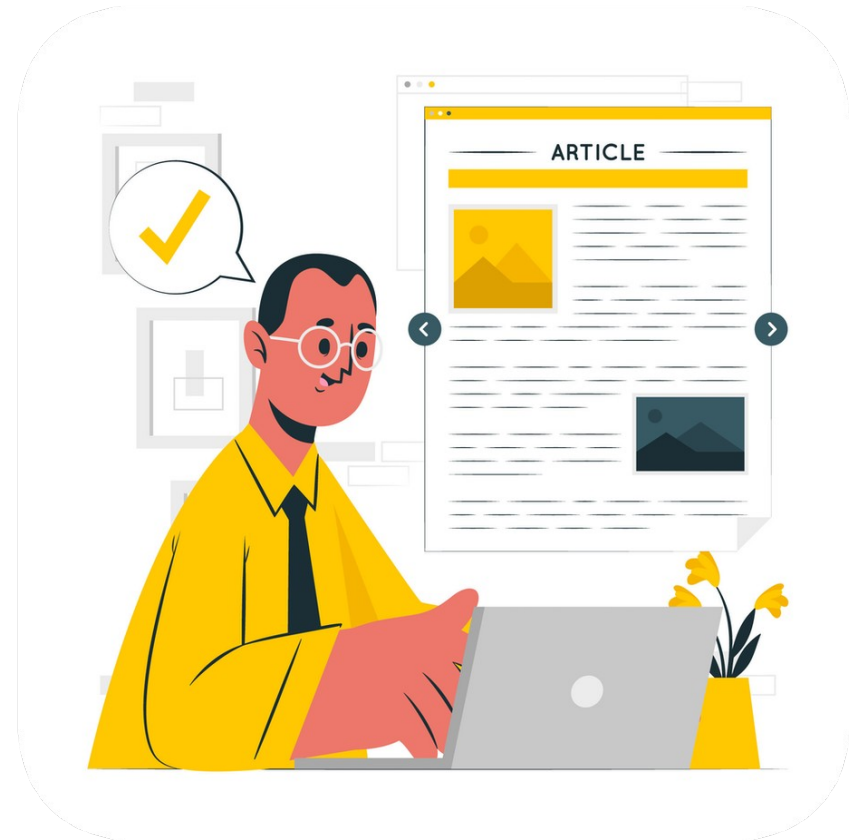Maybe the result has the right information for me?

You found a good source.

Check: Is it a reliable source?

Check the following:

- Who wrote the article?
  Inform yourself about the author.
  Are they an expert on the topic?
  What other articles do they publish?

- Who owns the website?

  Click on: Company details or publishing details

  These tell us:

  Who owns the website?

  For example a person or a company.

  There are no company or publishing details:

  Then the website isn't a reliable source.

  There are company or publishing details.

  Think about: Is it probable:

  The company or person publishes true information about the topic.

  For example:

  A company sells sweets.

  On the company website there is information:

  What effects do sweets have on health?

  Think: The company wants to sell sweets:

  The company writes something:

  The readers should buy more sweets.

- Are there sources for the article?
  In a credible article you see:
  Where does the information come from?
- Is the article up-to-date?
  When was the information published?
  The article was published a long time ago.
  Maybe the information is old.

Never use only one source.

Compare the information from different sources.

How can I reuse information?

Never just copy information.

Re-formulate the information in your own words.

Quote the source.


You use pictures:

Pay attention:

Do I have the right to use these pictures?

There is the Creative Commons licence.

It explains: Am I allowed to use a picture?

Next to a picture is written: CC0.

That means:

I can use the picture.

I don't have to fulfil any conditions.


Next to a picture is written: CC BY

That means:

I am allowed to use the picture.

I have to indicate:

Who owns the picture?

Now Markus knows:

What do I have to do for an online research?

What do I have to pay attention to during an online research?

He wants to research the topic of environmental protection.

Then he is prepared for his new job.

To the video in International Sign:



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**2.2 Online accessibility**

Accessibility means:

Something can be used well by people with disabilities.

Sarah knows many measures for accessibility on everyday life.

For example: ramps, sign language interpreters, tactile floor guidance systems.

Sarah asks:

What does online accessibility mean?

Don't worry, Sarah!

We have a look at it together.

Online accessibility means:

People with disabilities can use websites, tools and technologies.

This means:

All people can perceive and understand contents online.

All people can navigate online.

All people can communicate online.

All people can contribute to the internet.

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A disability makes using the internet difficult.

Then you have to consider this disability for online accessibility.

What are examples of disabilities?

- Physical disabilities
- Psychosocial disabilities
- Intellectual disabilities
- Sensory disabilities (seeing and hearing)

Online accessibility has advantages for people without disabilities.
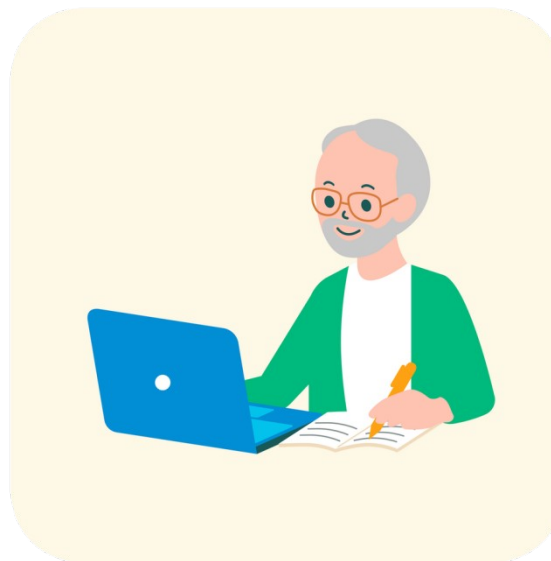
For example:

- You use the internet with a smartphone, a smartwatch or another device with a small display.
- You use a device with a touchscreen or voice control.

    It is easier to use websites that are accessible if:
- A person is old.
    Therefore they have poor eyesight.

- A person has lost their glasses.
- A person has broken their am.
- A person is outside and there is bright sunlight. Therefore, they it's hard for them to see the content of a website.
- A person is in a loud surrounding. Therefore, they can't hear the sound of an online video.
- Someone has a poor internet connection.
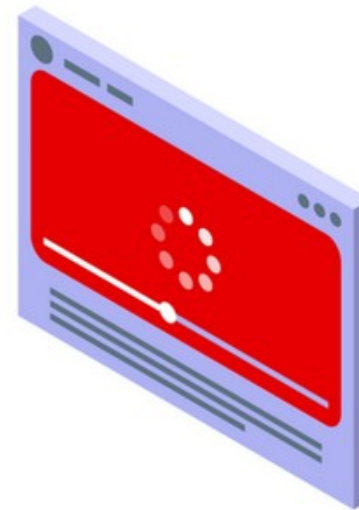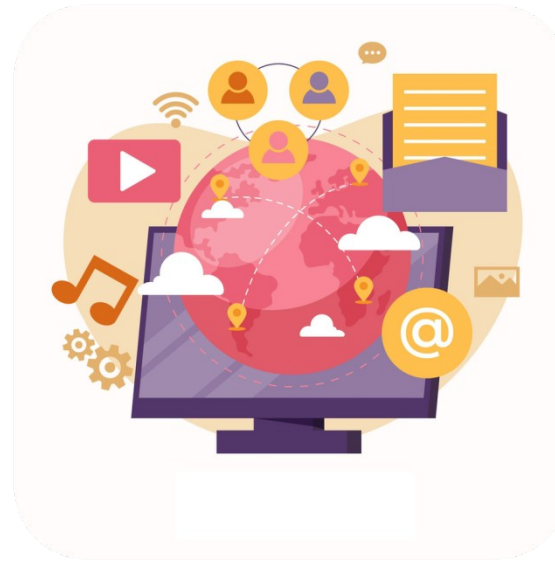
There are guidelines:

These guidelines tell us:

What does online accessibility mean?

How can I make my website accessible?

The guidelines are called:

Web Content Accessibility Guidelines

The abbreviation is: WCAG

The guidelines have 4 principles:

Accessible online content has to be:

1. Perceivable.

Information and the user interface must be perceivable.

Subtitles:

For all live Videos with sound there are subtitles.


Sign language:

For all pre-recorded videos with sound there is a sign language translation.


Adaptable:

Content can be presented in different ways.

For example, using a more simple layout.

All information and the structure stays the same.


Distinguishable:

It's easy for users to see the content.

For example: separating foreground and background using contrasting colours
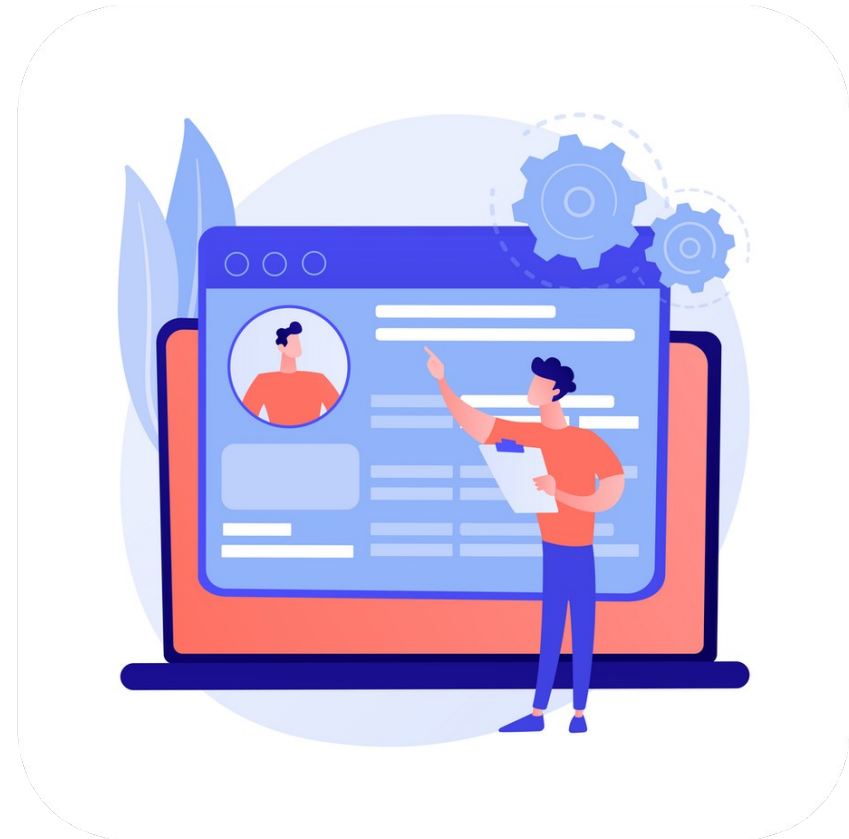
The text size is can be changed.

1. Operable

All elements of the website are operable.

Websites offer support to users.

For example: when using the website, when looking for content and when recognising: Where on the website am I?

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3.      Understandable

The information and operation of the user interface must be understandable.

The website operates predictably.

There is input assistance.

Then users don't make mistakes.

4.    Robust

Content must be clear and uncomplicated.

Then it can be read by many apps and assistive technologies.

Conformance:

Conformance means that something (product, service or a system) meets a standard

Website conformance means:

How does a website correspond to the WCAG?

Website owners can publish conformance claims.

These claims tell us:

What level of WCAG does the website correspond to?

There are three different levels: A, AA and AAA.

A is the lowest level.

AAA is the highest level.

The higher the level the more accessible is the website.

Sarah is excited.

You have to consider a lot for online accessibility:

When Sarah is online in the future:

She will check:

How accessible is the website?

To the video in International Sign:



https://tools.equalizent.eu/files/play/0/-1/49fe5db0-3618-4b91-a7f2-fd359e514df4

**MODULE 3 – DIGITAL MEDIA CONTENT**

**3.3 video production**

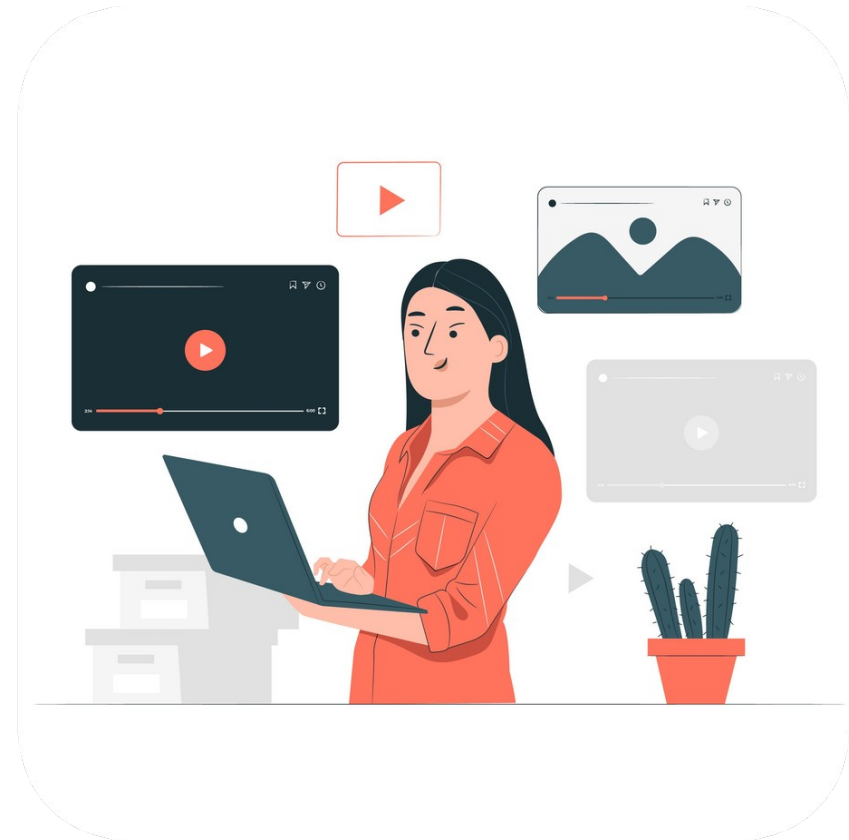Sarah works as a florist in a flower shop.

She wants to make a short video.

In the flower shop, there are many bouquets and flower arrangements.

She wants to promote them.

Sarah doesn't know:

How to make a video.

Don't worry, Sarah!

Video production means:

I create contents for a video.

There are many different kinds of film production:

For example: A film for TV.

The film can be shown on TV.

The film can be streamed on the internet.

This means: You can watch the film on the internet.

An advertisement for TV or for the internet.

A film about an event.

There are short films.

A short film is not as much work.

A person can make a short film alone.

There are feature films.

A feature film is a lot of work.

You need a big team to make a feature film.

There are three phases of film production:

1.    Pre-production

2.    Production

3.    Post-production

Pre-production:

You make a plan for production.

You make a concept for the video.

The concept says:

What is the message of the video?

Who is the video for?

You write that into the script.

The script also includes:

How long is the video?

In what style do you film the video?

What techniques do you use?

What is the background for the video?

You organise everything you need for filming.

For example:

- Filming location

- Filming equipment

- Actors

- Film crew

- Money for the film

Production:

You film the video contents.

You film in a studio:

Set the correct lightning.

Choose a background.

Pay attention: You film everything that you need.

You film on location:

For example, a feature film or an interview.

You need to set up the equipment there.

Post-production:

You cut the film material.

You choose video clips.

You add the clips to a final video.

Your video tells a story.

You video transmits a message.

You edit the video with video editing software.

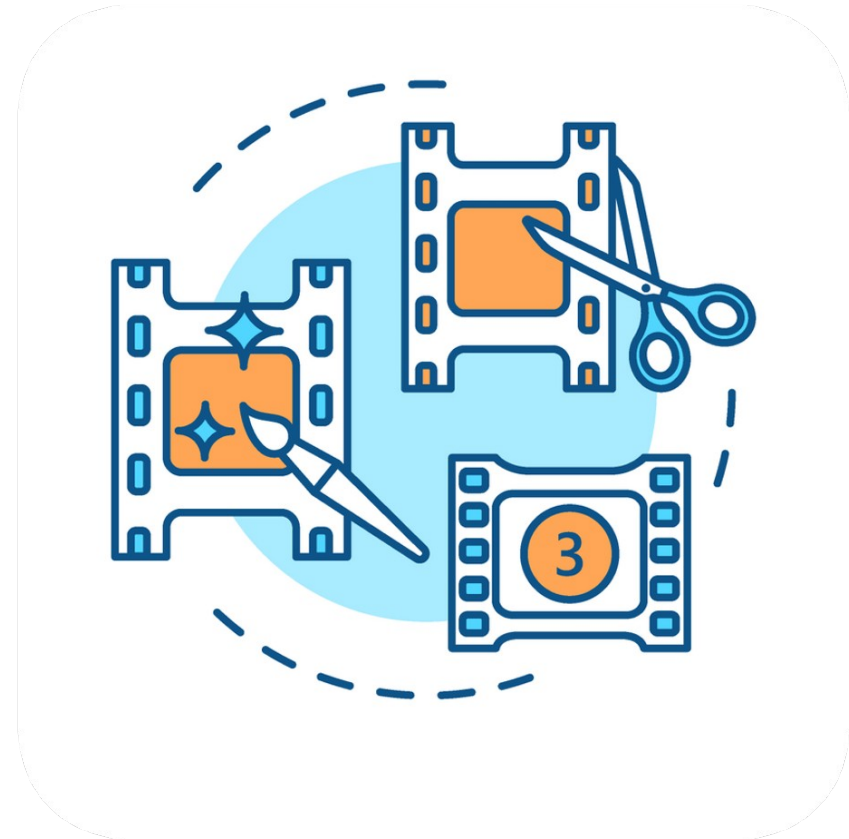There is free software and software you need to pay for.

You need to code the video:

You can watch it on different devices.

For example: smartphone, tablet, computer

What format do videos on the internet have?

For example: MPEG container format (.mpeg, .mpg, .mp4), QuickTime (.mov)

You publish a video:

For example:

- On social media

- As a part of a newsletter

What is important?

- The video has an appropriate title.

- There is a short description for the video.

- The video is categorised in the right way.

- The video has subtitles.

You film a video in sign language:
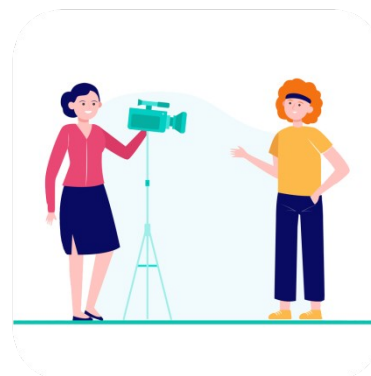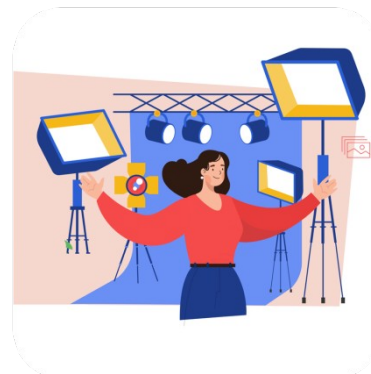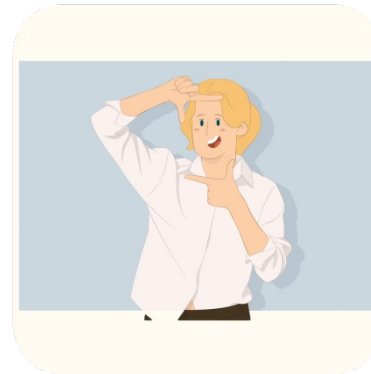
You need to pay attention to:

- Good lightning

- Medium shot:

That means: You see the face and the hands on the video.

- Camera perspective:

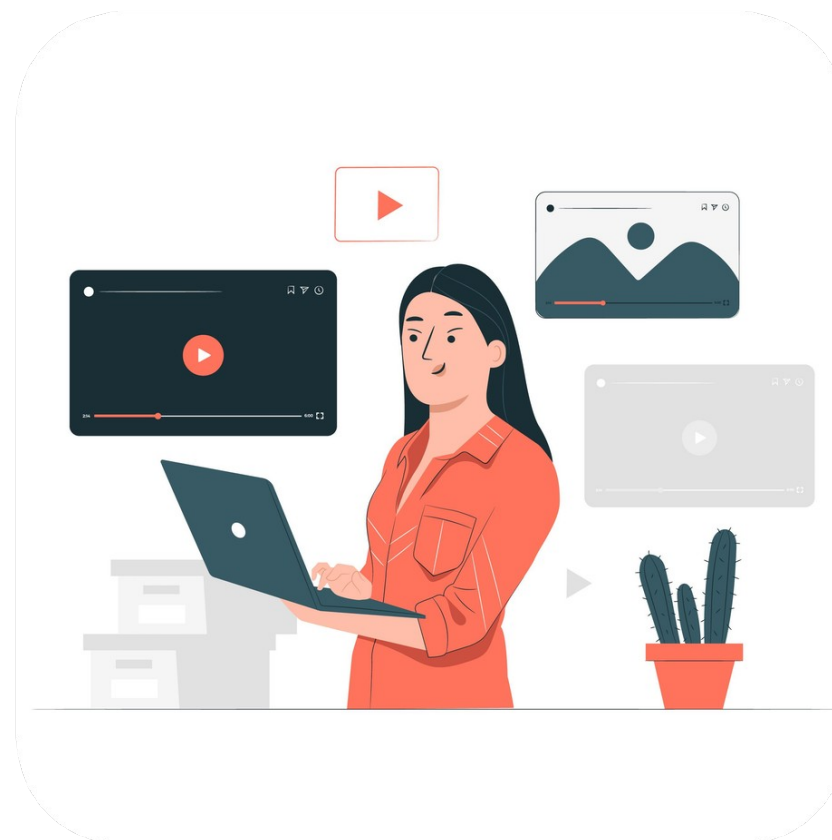You see the signing person from the front.

This is called: front view.

Sarah is informed:

These are the steps for video production.

She wants to make her first video.

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Co-funded by
the European Union

To the video in International Sign:



https://tools.equalizent.eu/files/play/0/-1/67345717-d107-40d2-bbe3-50b771f44efa
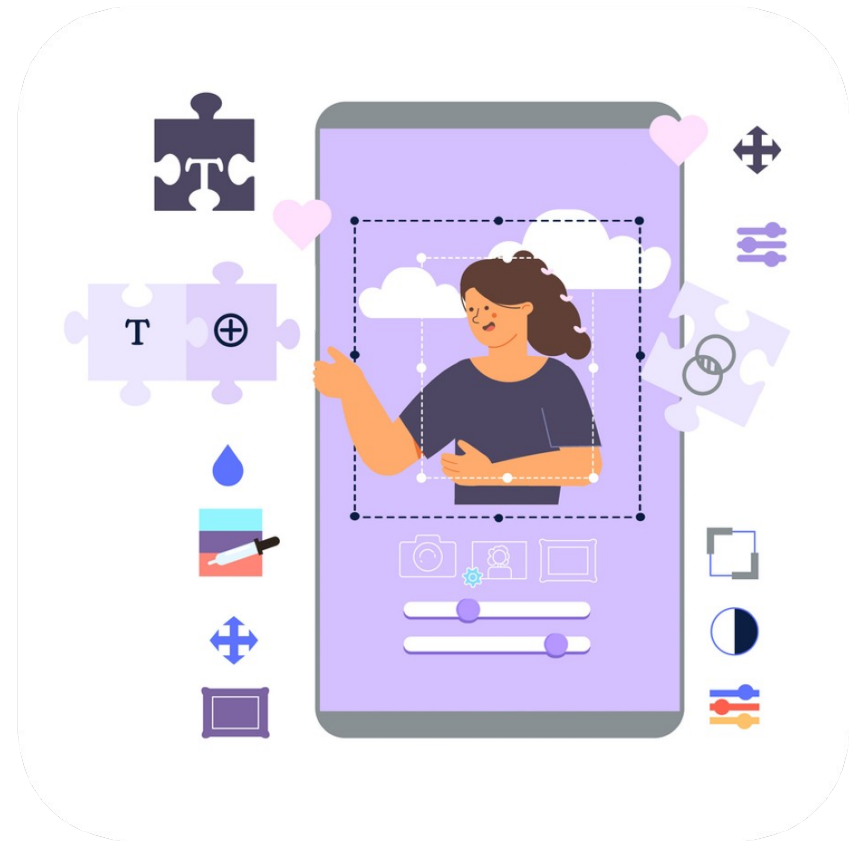
## 3.2 Graphics

Sarah works as a florist in a flower shop.

She wants to create an Instagram account for the shop.

There she wants to promote the shop with photos and graphics.

Sarah doesn't know:

How do I create graphics?

Don't worry, Sarah!

Graphics are visual representations.

For example:

- photos
- drawings
- graphic designs
- cards
- technical drawings
- info graphics

Graphics often include text and pictures.

Graphics catch people's attention.

Therefore graphics are often used online.

For example: websites, blogs, social media, advertisement

A graphic design consists of:

- colours

- fonts
- logo
- pictures

There are 2 different types of pictures files:

1. vectors

2. rasters

When is a vector file better?

If you want to change the size of a picture.

The technical word is: scaling.

If you enlarge the picture, the details say sharp.

Vector files end with the letters: SVG, EPS and EMF

When is a raster file better?

For example for photos.

You can open this file type with many programmes.

You enlarge a raster picture:

Your picture gets blurry.

Raster files end with the letters: JPG, PNG and TIFF

You want to make simple graphics.

You are doing it for the first time?

Think about:

What designs and graphics do I like?

Collect them.

Pay attention to file size and format.

Platforms determine:

What sizes do graphics need to have?

You want to publish a graphic on a certain platform?

The graphic needs to have the right size.

You want to make graphics professionally?

The most common programmes are:

- Photoshop

- Illustrator

There are also free programmes and apps.

These are good to start off with.

For example: Canva.

You need to register for Canva.

The basic functions of Canva are free.

You want to use all Canva functions?

Then you need to pay.

In Canva there are templates:

Templates have different sizes. For example for: Instagram posts, flyers, business cards, …
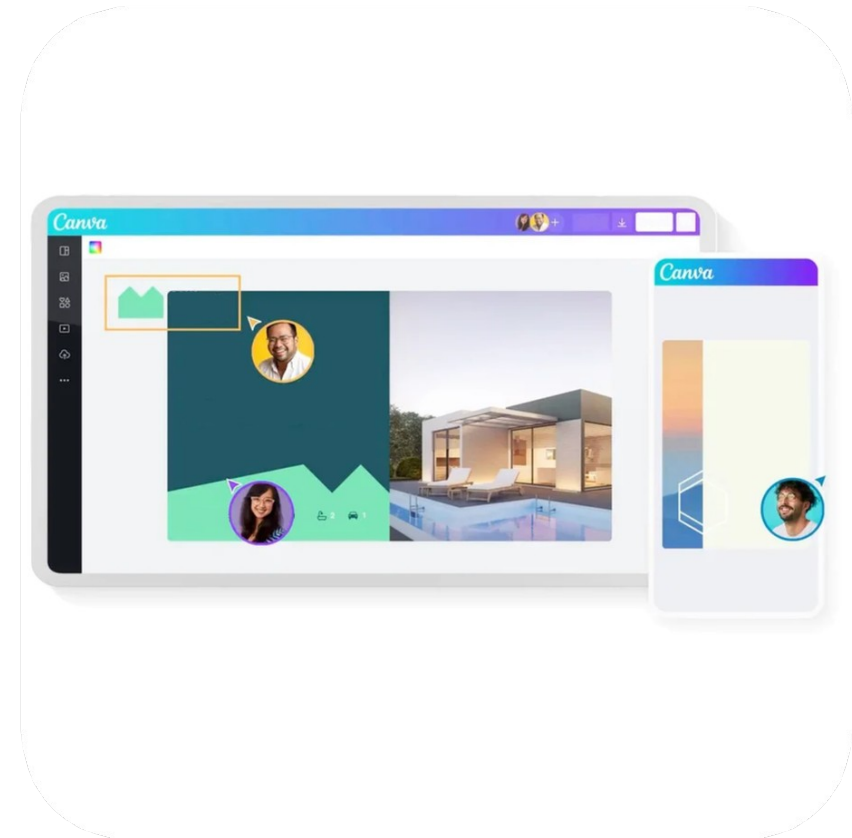
What can you change in the templates?

- Colour

- Pictures

- Icons

- Font colour

Using drag and drop, you can add pictures.

The graphic is finished.

You can download the graphic.

For example in the formats: png, jpg, pdf, mp4, giv

Colours:

Every colour has a colour code.

There are different types of colour codes.

For example:

Colour codes for print graphics.

Colour codes for web graphics.


For print graphics, you use CMYK.

Every letter in the abbreviation stands for a colour.

C for cyan. It's a particular blue.

M for magenta. It's a particular red.

Y for yellow.

K stands for key or key plate.

The most used key plate is black.

Therefore K stands for black.

An example of a colour code is: cmyk(26,0,79,28).

For web graphics, you use HEX-Codes.

For example: #87b726.

In word processing programmes, you use RGB colours.

That's an abbreviation for red, green and blue.

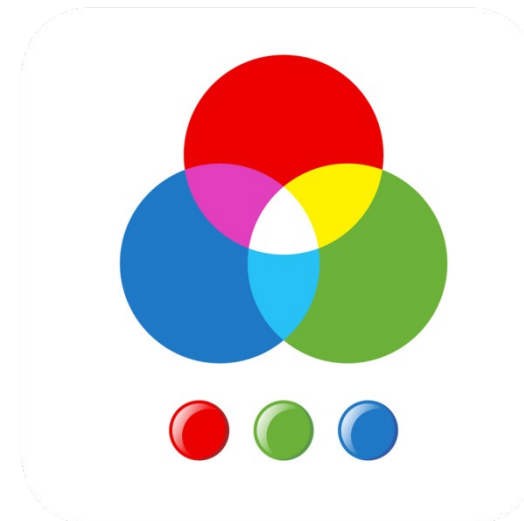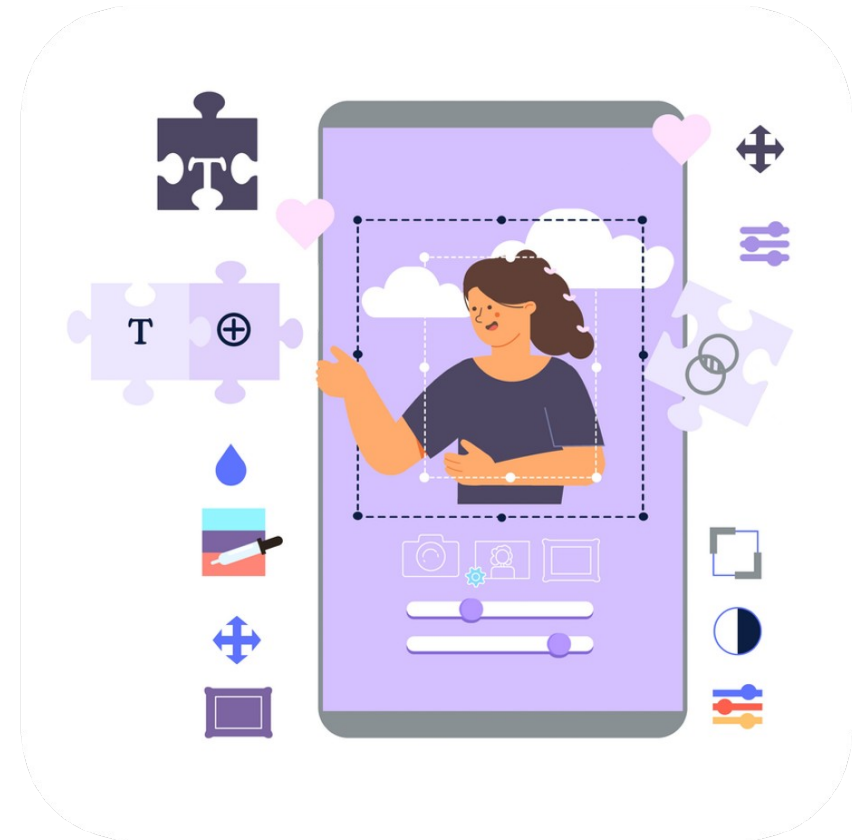For example: rgb (135,183,38).

For web graphics, you use HEX-Codes.

For example: #87b726.


In word processing programmes, you use RGB colours.

That's an abbreviation for red, green and blue.

For example: rgb (135,183,38).

To the video in International Sign:



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**3.3 Social Media**

Markus works as a trainer in a fitness centre.

He wants to help his boss:

New clients should come to the fitness centre.

Therefore he wants to advertise on social media.

Markus has only used social media privately until now.

Don't worry, Markus!

Social Media are online communication tools.

With them you can:

Share and get information.

Be in contact with other people.

Share content in online networks and communities.

For example: ideas, thoughts, information


What is social about social media?

People from all over the world can communicate with each other.

What are characteristics of Social Media platforms?

- You can create a user account.

- There is a profile page with a description of the user.

For example: profile picture, short CV, link to the website, posts to date.

- You can connect with other users.

For example: follower, hashtags, friends, groups

Followers are subscribers.

These persons follow your profile.

A hashtag is a special character.

It looks like this: #.

On social media, you write a hashtag before an important word.

With a hashtag, you can search for information on a topic on social media.

- Newsfeed: This is where you see new posts.

- Possibilities to personalise your own channel or your profile.

- Notifications

- Possibility to post (for example: text messages, photos, videos, links, …)

- "Like" buttons and comment sections

- Reviews, ratings and voting systems

The explanation of social media is vague on purpose.

Social media can change quickly.

With social media, you can communicate in one direction.

This means:

Someone sends a message.

The receivers can't answer.

With social media, you can communicate in 2 directions:

That means:

Someone sends a message.

The receivers can answer.

Tradition media like TV, radio, newspapers communicate in one direction.

On social media people can leave comments.

Here are some examples of social media platforms:

- LinkedIn – this is a professional network.

- Wikipedia – this is a lexicon

- Instagram – this is (mainly) for sharing photos.

- TikTok – this is for sharing short videos.

- Snapchat – this is for sending short messages.

- Discord – this is for sending short messages.

- Twitter – this is a platform for microblogging.

Microblogging means: Very short blog posts.

- Tumblr – this is a platform for blogging.

- Flickr – this is for sharing photos.

- Pinterest – this is for sharing graphics and photos.

- Facebook – this is for connecting with your friends, for example.

- YouTube – this is for sharing videos.

- Vimeo – this is for sharing videos. There are many other social media platforms

Most people use social media for:

Discussion.

Networking. That means being in contact with people. Either professionally or privately.

Sharing contents:

You can use social media privately:

For example for:

Communication

Exchange about hobbies.

Search for friends or partners

You can use social media for your job:

For example:

Job search

Professional networking

Advertisement for your company

You see:

Social Media has many advantages.

On social media, you have to pay attention to:

Companies that own the platforms.

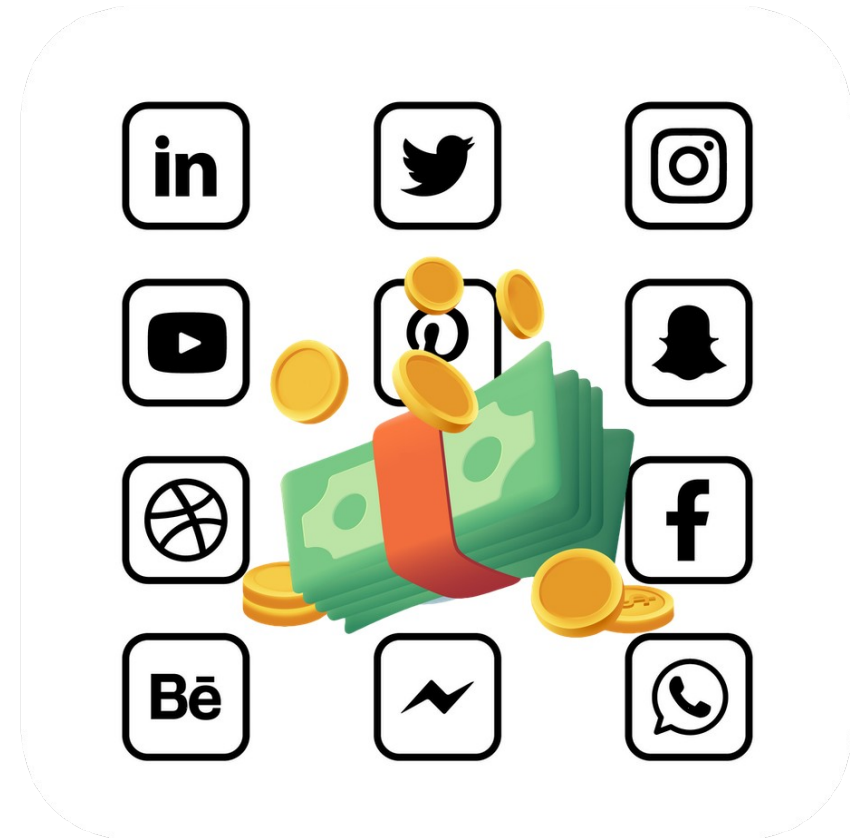The companies want to make money with your data.

Think about:

What data do I share online?

Examples of data are: photos, personal opinions

You shared something online.

It is difficult:

To delete the information for good.

FREE TECH SIGNS

You inform yourself about news and politics on social media?

Pay attention:

Fake news spread quickly on social media.

Fake news means wrong news.

In your newsfeed, you only see certain posts.

You see posts that are similar to your own opinion.

Sometimes it's important:

To read different opinions.

Markus sees many possibilities:

I can advertise the fitness centre on social media.

Markus wants to try it out.

Markus hopes:

New clients will come to the fitness centre.

To the video in International Sign



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**MODULE 4 –        LEGAL & SERVICES**


**4.1 Cloud services**


Sarah has a new job.

She will work from home.

Sarah asks:

I need documents for work.

They are stored at the company.

How can I use these documents from home?

I will work on some documents at the same time as my colleagues.

How will that work?

Don't worry, Sarah!

That's possible with cloud services.


Cloud services allow the processing of information online.

For example: They save data.

You can access the data from anywhere and from any device.

In the past, data was stored on your computer.

In the past, programmes were installed on a computer.

Today it's often different.

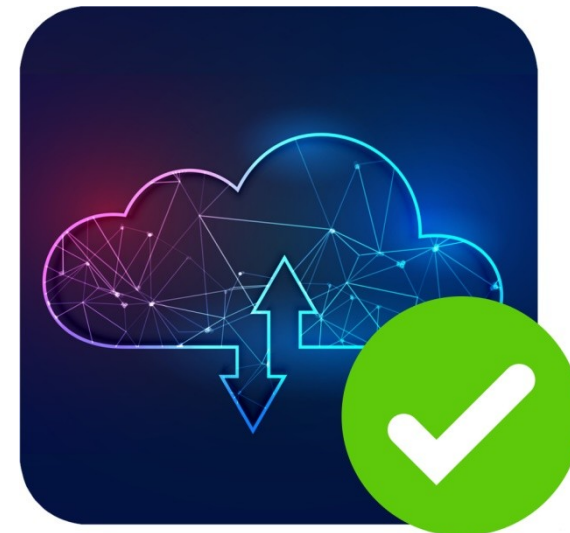Users use cloud services.

You can save data there.

You can use programmes online there.

You don't need software on your computer, smartphone or tablet.

You don't need any storage space on your computer, smartphone or tablet.

Cloud services are flexible and cheap.

With cloud services you have access from everywhere.

The most used cloud service is data storage.

You can also use apps or programmes with a cloud.

A lot of things that you do every day use clouds:

For Example: watching movies, playing games, writing e-mails

What else can you do with clouds?

Host a website

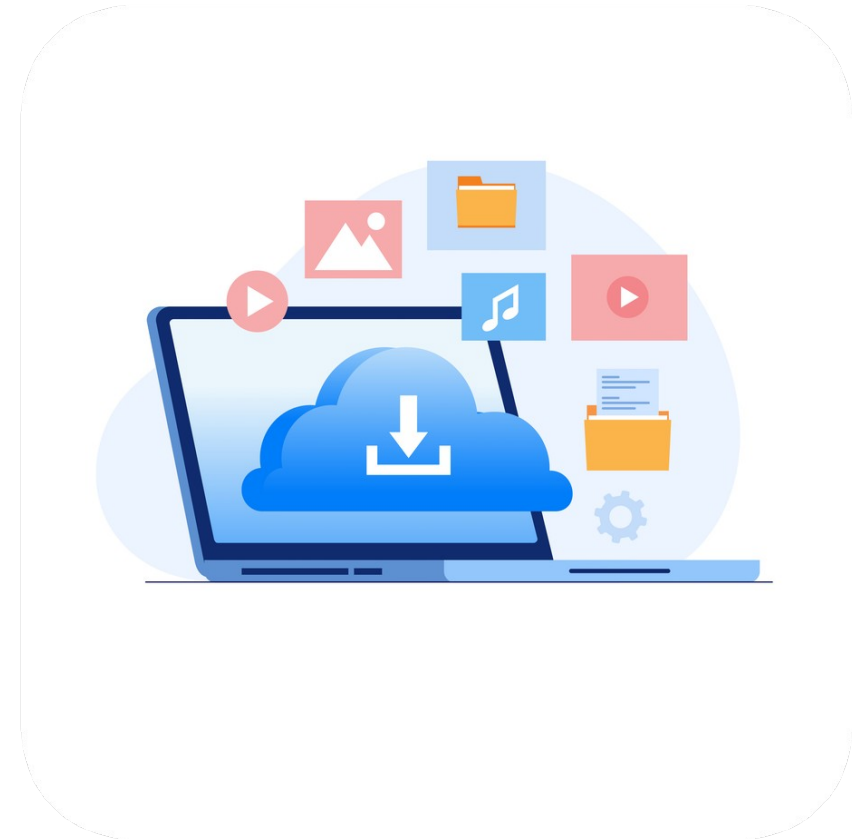Use software

Develop new apps

Save data

Make data back-up.

Back-up means: Make a security copy of your data.

Many other things.

You can use cloud services anytime over the internet.

What are the advantages of cloud services?

Back-ups and restoration of data.

Data is saved on the cloud.

You can easily make a back-up.

You can restore data with the cloud.

Good cooperation:

Teams can easily work together with cloud services.

People can exchange information on a shared server.

Good online access:

You have an internet connection.

You have easy access to data on the cloud.

No matter where you are.

Organisations work better and faster with clouds.

Everyone always has access to data.

Low costs:

A company uses cloud services.

The company needs to pay less for hardware.

The company needs to pay less for software.

Mobility:

What are mobile devices?

For example: a smartphone, a laptop or a tablet.

You have easy access to data on the cloud.
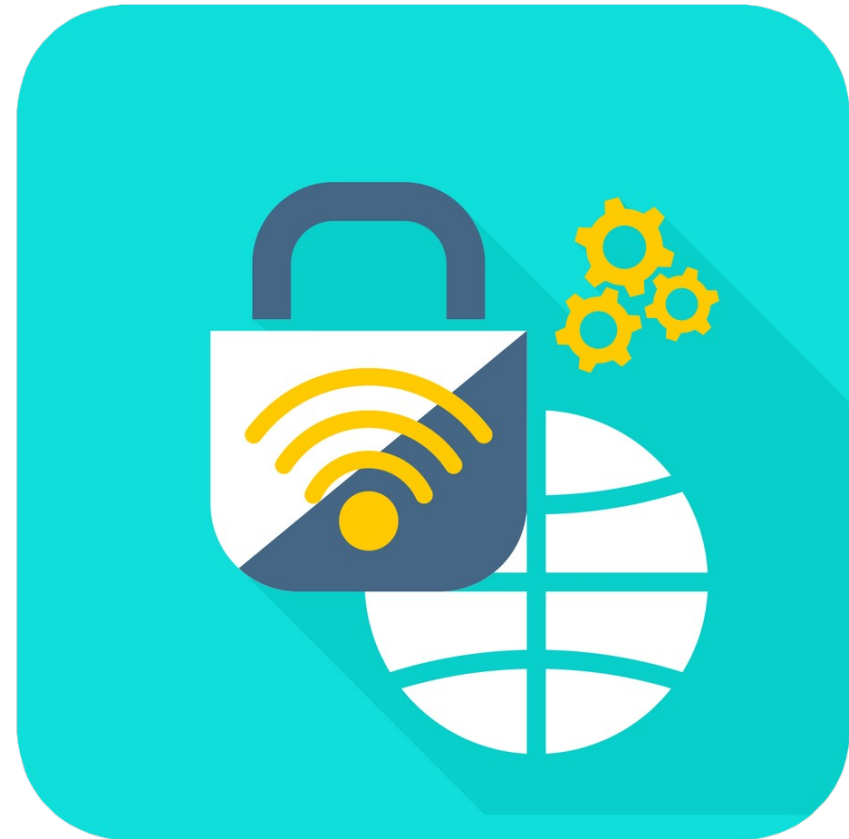
Unlimited storage space:

That's an advantage of cloud services.

Clouds save and process data securely.


Data security:

That's an advantage of cloud services.

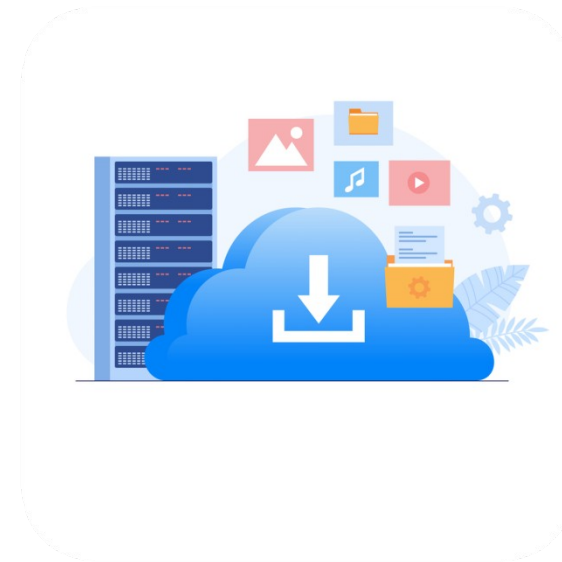Clouds store and process data securely.

Examples for cloud services:

Online storage:

You are connected to the internet.

Then you always have access to your data.

Examples are: Dropbox, Google Drive, One Drive, iCloud
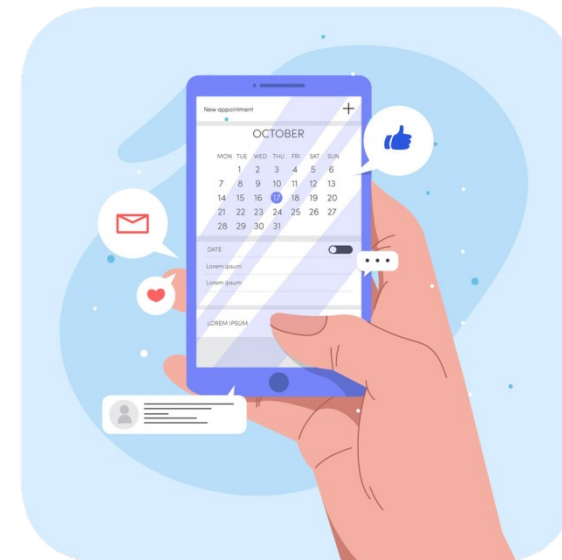
Microsoft Office 365, Google Docs:

You can use programmes online.

For example: Word, PowerPoint, and Excel

E-Mail, calendar, Skype, WhatsApp

Data is saved on a cloud.

With an internet connection you can always access data.
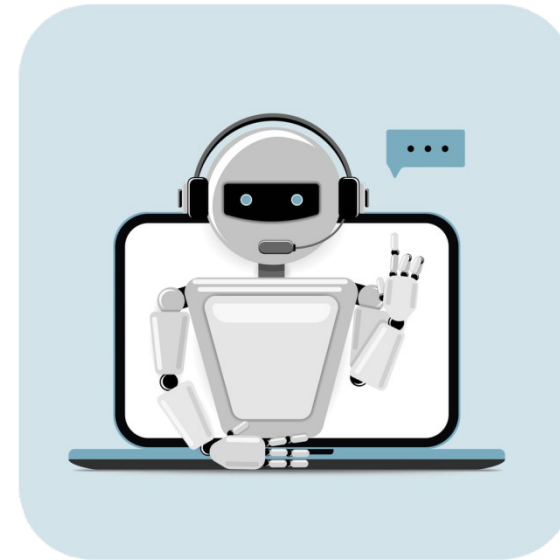
Google Assistant, Siri, Alexa

This technology is called bots.

Bots are an example of artificial intelligence.

You give an order.

The bot carries out the instruction.

Therefore bots support people.


Social Media:

Examples are: Facebook LinkedIn, Instagram and Twitter

There communities can stay in touch.

People can communicate with each other.

Sarah is excited.

You can do a lot with cloud services.

For example:

She can work from home and access her company's files.

She can work together with her colleagues.

To the video in International Sign:



https://tools.equalizent.eu/files/play/0/-1/99e3ecfc-80a6-40e4-b945-986ab6d0906e

**4.2 GDPR (General Data Protection Regulation)**

Markus has started a new job.

His boss explains:

Pay attention:

You work with data from clients?

You have to follow GDPR.

GDPR is an abbreviation for:

General Data Protection Regulation.

Markus knows the word GDPR.

Markus doesn't know:

What does GDPR mean?

Don't worry, Marcus!

Let's have a look together at:

What is GDPR?

What does GDPR mean for organisations?

What does GDPR mean for individuals?

GDPR is a law.

The law protects privacy and security.

To whom does GDPR apply?

To organisations that collect data from people in the EU.

GDPR has many parts.

GDPR recognises the right to privacy of persons.

Privacy means your private and personal space.

This means:

Your data must stay private.

Your data must not be shared with others.

GDPR regulates:

When is an organisation allowed to collect and process personal data?

Why is an organisation allowed to collect and process personal data?

Examples for personal data are:

Name, e-mail address, address, date of birth

GDPR determines:

An organisation wants to collect data.

You have to agree.

GDPR determines:

An organisation collects data.

What responsibilities does the organisation have?

GDPR explains:

An organisation processes data.

To what laws and regulations does it have to keep?

What does the company have to pay attention to now and in the future?

What does GDPR mean for an individual?

You give your data to an organisation.

You still have control over the data.

You have the following rights regarding your personal data:

Your data is collected and processed.

You are informed about:

Which of your data are processed?

Which law allows the processing of your data?

Your data is wrong:

You are allowed to demand:

My data should be corrected.

You want:

The organisation shouldn't use your data anymore.

The organisation should delete your data.

You have the right to demand that.

You have to right to demand a copy of your data.

FREE TECH SIGNS

What does GDPR mean for organisations?

When are organisations allowed to process data?

If the person agrees.

If the data processing is necessary.

For example:

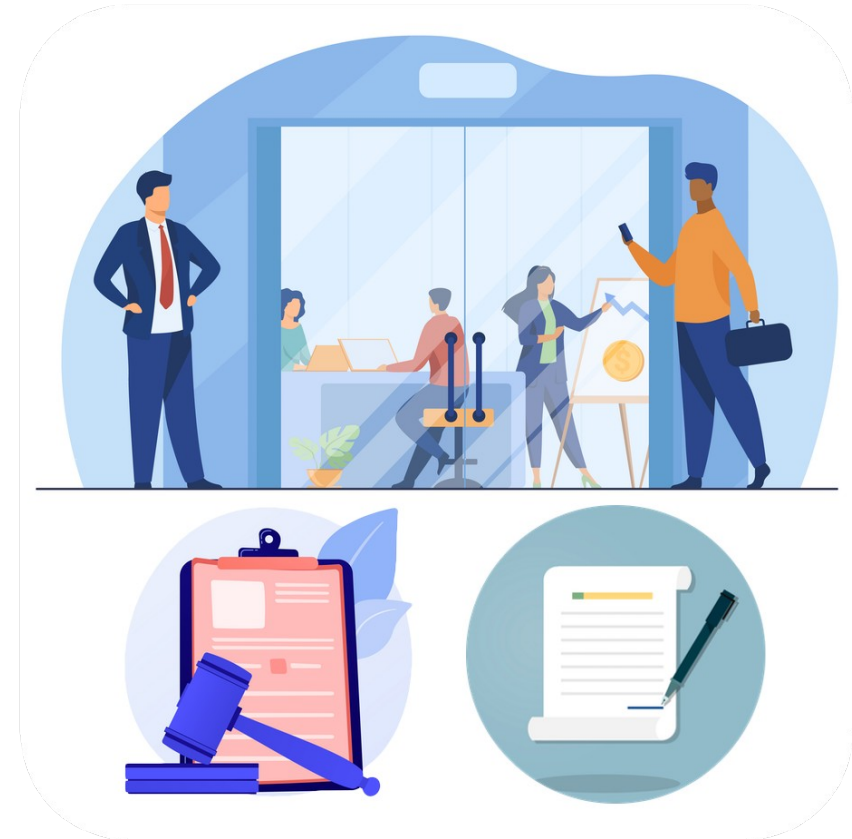You have a contract with the organisations.

The organisation is allowed to process your data.

The organisation is legally obliged to process your data.

An organisation fulfils a task in the public interest.

For example: rubbish collection

The organisation is allowed to process your data.

When does GDPR apply to an organisation?

When the organisation processes data from people in the EU.

An organisation doesn't follow GDPR.

The organisation can get a fine.

How high is the fine?

Up to 4 % of the yearly income or 20 Million Euros.

Markus knows:

What GDPR means.

Markus has an overview of GDPR.

Markus will ask his boss:

How does the company follow GDPR?

To the video in International Sign

https://tools.equalizent.eu/files/play/0/-1/f5ac8aa6-3101-42a0-9e46-924a9e44dcbf