|  |  |
| --- | --- |
| Goal: | I want to feel more confident in knowing what my responsibilities are with regards to handling personal data correctly once I have collected it.I would also like to learn how to better manage workplace stress, in order to maintain my own wellbeing and fitness to practice. |
| S | What specifically am I trying to achieve?I would like to find out more about GDPR compliance, particularly with regards to obtaining consent to collect data, collecting it, processing it, and handling it all correctly.I would like to be able to face stressful experienced at work and manage them in a constructive way, rather than avoid them or power through them blindly. |
| M | How will I measure success?I will measure my success by applying my knowledge to the CSP Long Covid project, where we will be collecting personal information from students and patients in the form of interview content. Not only does this data need to be collected, processed and handled compliantly, but it will be published in to the public domain, therefore carrying increased levels of corporate risk.I will measure success regarding workplace stress by being able to identify my stressors, and offer realistic solutions to them. |
| A | What steps do I need to take to reach the goal?I need to learn about GDPR compliance, which I will start via an e-Learning course. I then need to implement what I have learned, which I will do using ICO toolkits. I must then practice what I have learned by providing all the information necessary within a consenting document that I will distribute to the data subjects, then create and use a data flow map which will act as a guide to how their data will be used and can be accessed should they wish to exercise their rights to amend/erase it etc. I need learn to remove myself from stressful situations in order to analyse them constructively, correctly identify my stressors, and offer solutions that take in to account both my own needs and the needs of my workplace.  |
| R | Is this relevant for my long term objective?These steps will help me to feel more confident in compliant data handling, and will also act as a “dry run” due to the simplicity of the data flow in this context. This will help me to develop my knowledge in future to apply to more complex data collections, such as through academic or clinical research.By being able to manage and mitigate my levels of workplace stress, I will be able to face difficult situations and maintain good mental wellbeing and fitness to practice, rather than risk deteriorating my fitness to practice by ignoring or avoiding stress. |
| T | What is the time frame for the goal?I will complete the steps regarding GDPR by 27th July, as our interview dates for patients and students commence on the week starting 2nd August. These will be reviewed at the half-way placement assessment on 16th August.I will complete my learning regarding workplace stress by the end of my second placement week, on 16th September. |