**A2.3. Critical review and identification of best practices from other data protection training materials**

The objective of the STAR project is to develop a harmonized set of training materials concerning the General Data Protection Regulation, for reducing the DPAs and DPOs workload and for cutting down overall GDPR training costs. Creating such materials requires prior assessment of the existing training needs and a mapping of the state of art of training. To this end, interviews will be carried out to capture the training needs of DPAs, DPOs, and other stakeholders. Mapping the state of art of training materials will be done by evaluating the materials found online and sent to the consortium by the interviewees, and by conducting a gap analysis to target the areas in urgent need for training-materials-development.

**Draft evaluation check-list**

1. General data
   1. Type of materials (essay, slides…)
   2. Format of the materials (pdf, ppt)
   3. Single file or a bundle of files?
   4. Duration of the course (one day, one week...)
2. Objectives and audience
   1. Are the objectives of the training activity well defined?
   2. Is the material generally appropriate to reach the objectives and target audience?
   3. Is the target audience of the training activity well defined?
   4. Is the material generally appropriate to train such an audience?
   5. Is the material tailored to that specific audience, or is it rather general?
3. Methodology/Structure
   1. Is the logic and the sequence of topics clear in the materials?
   2. Is there an outline of the training methodology?
   3. Is the content immediately identifiable and easy to locate (table of contents, index)?
   4. Are further readings indicated (bibliography)?
4. Quality & comprehensiveness
   1. Is the content current?
   2. Is the content relevant?
   3. Is the content accurate?
   4. Is the linguistic register and the terminology adequate?
   5. Does the totality of the materials [issued by a single entity] cover the entire regulatory environment of the GDPR?
5. Coherence with the regulatory environment
   1. Does the material address the overall current regulatory environment in privacy matters [e.g. interaction of the GDPR with Directive 2002/58/EC (ePrivacy)]?
   2. Does the material address real life data processing scenarios regardless of the EU/MS legal instrument applicable to the scenario?
   3. Does the material address real life scenarios in which data processing is needed but is not at the core of the legal and business relation (such as data privacy implication of banking, health, etc.)?
6. Cross-border relevance
   1. Is the training material addressing cross-border processing issues?
   2. Is the material targeting national or foreign/supranational addressees?
   3. Is the material provided in more than one language?
7. Suitability
   1. Is the material flexibly structured to be tailored to differentiated/changing needs?
   2. Is the material’s length and depth tailored to the length and depth of the training sessions it is conceived for?
   3. Is the theory/practice ratio adequate to the audience?
   4. Suitability for individual/group study
   5. Suitability for practical simulations
8. Certification
   1. Is the training accredited by any certification scheme?
   2. Is it recommended/accredited by any DPA?
9. Accessibility
   1. General appeal
   2. Quality of the layout (balance of text and graphs/images)
   3. Readability (text size, kind of font, uniformity)
   4. Accessible to disabled people
      1. Accessible to visually impaired
      2. Accessible to hearing impaired
      3. Accessible to people with learning disabilities
   5. Accessibility of the format used
      1. Are electronic files saved in formats that broadly used?
      2. Are electronic files ready to print vis-à-vis do they require elaboration by the addressee