



## **Certified Data Protection and Privacy Officer (CDPPO) Training Course Outline**

Delegates will be introduced to new EU data protection, privacy and cybersecurity related legislations as well as counterpart legislations in North America, Asia and Africa.

Designed by a former Global Privacy Officer, this content rich 5-day course takes the form of 4 days intense teaching and a 1-day practical workshop which introduces delegates to the day-day Business as Usual (BAU) activities which make up the tasks a Data Protection and Privacy officer will experience as part of their role. The workshop has been set up to ensure delegates participate in exercises created from real life scenarios based on what they have been taught in the previous 4-day sessions.

### **Who should attend:**

Individuals with working experience in any of the following roles:

- Data Protection and Privacy Managers
- Data Protection and Privacy Champions
- DPO as a Service
- GDPR Practitioners
- Consultants
- Finance Officers
- 3<sup>rd</sup> Party Supplier Managers
- Procurement Managers
- Lawyers
- IT Analysts
- Business Analysts
- Information Security Specialists
- Risk Assessors
- Risk Managers
- Law Enforcement
- Human Resource Personnel
- Project Managers
- Programme Managers

## **On Completion of the course, delegates will:**

- Be able to fulfil the tasks required of a Data Protection and Privacy Officer
- Understand the legal bases for processing personal information
- Possess the knowledge on how to design a DPO target operating model (TOM)
- Gain in-depth skills to understand how to reduce the risk of data loss through technical and organizational measures
- Be capable of understanding the different subject rights
- Possess the knowledge of identifying appropriate data protection and privacy contract terms
- Have an understanding of key data protection and privacy related policies
- Be capable of assessing data protection and privacy related risks

## **Course Syllabus:**

### **Day1:**

#### **Session 1: All about the Law**

Introduction to Data Protection, Privacy and Information Security Laws

- Outline GDPR Data Protection Officer Tasks
- Distinguishing Data Protection and Privacy
- Introduction to the EU General Data Protection Regulation
- Overview of Data Protection and Privacy Laws across the globe USA, ASIA, AFRICA, RUSSIA, CHINA
- Responsibilities and Powers of the Regulator including fines

#### **Session 2: Data Transfers and Contractual Clauses**

- Outline Controller Obligations
- Explain Processor Obligations
- Legitimising Data Transfers
  - Binding Corporate Rules
  - Privacy Shield
  - Model Contracts
  - Intra-Group Agreements
- Summarise Essential Data Protection and Privacy Contractual Clauses
- Security Schedule walk through

### **Day 2.**

#### **Session 1: GDPR under the Microscope**

- GDPR Principles
- Lawfulness of Processing
- Legal Bases
- Record of Data Processing
- Processing Special Category Data and Criminal Convictions

#### **Session 2: Enhanced GDPR Data Subject Access Rights (Transparency)**

- Fair Process Notices
- Outline and Explain Subject Rights
- Pseudonymisation
- Data Subject Access Request Procedure Walkthrough

### **Day 3. Privacy**

#### **Session 1: Marketing and Privacy**

- What is Direct Marketing
- Explain Opt-in, Opt-Out
- Outline Marketing Rules
- Balancing Consent and Legitimate Interests
- Bought in Lists
- Cookies and tracking

#### **Session 2: Data Protection & Privacy Impact Assessments, Privacy by Design and Privacy by Default**

- Recap Concept of Privacy
- Explain why we need to undertake DPIA's
- Identify when to conduct a DPIA
- Outline steps of the DPIA
- Integrating DPIA into already existing change control process
- Understand the importance Privacy by Design
- Explain concept of Privacy by Default

### **Day 4. Policy Frameworks and Cybersecurity**

#### **Session 1: Data Protection and Privacy Related Policies and Procedures Framework**

- Importance of Policies and Procedures
- Highlight where Policies sit in the Document Framework
- Introduce and walkthrough Data Protection and Privacy related policies and procedures summarizing their purpose, requirements and benefits
- Data Retention Policy and Data Retention Schedules

#### **Session 2: Information Security**

- Overview of the NIS Directive in Detail
- Overview of ISO 27001 Information Security Standard
- OWASP Top 10
- Transferring Data Securely
- Data Loss Prevention Technique
- Third Party Due Diligence Template Walkthrough
- Cloud Risk Assessment Template Walkthrough

### **Day 5. Practical Workshop: Data Protection Officer Tasks, Management Reporting**

This session involves delegate participation. It entails going over exercises which have been written to task delegates on assessing solutions required for Data Protection/Privacy related issues they will face in their roles.

- How to Undertake a Data Protection and Privacy Audit
- Walk through Data Mapping Template
- Data Protection and Privacy Reporting Metrics
- Walk through Data Breach Notification (Africa, US, Europe, Asia)
- Incident Handling Procedures
- Investigating Cybercrime
- Staff Training

Exercises based on real life scenarios and trainers experience

**Price per delegate £2200 (Lunch included) includes VAT**

**We can also provide this service in-house where clients wish to train 3 members of staff or more**

**For more information or to book a course, contact our Course Director on +44 203 701 8839 or email**

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