

# Data Protection Officer

**Hands-on Training**

**Aligned to DPDPA and GDPR**



## Program Highlights

The Data Protection Officer (DPO) Hands-on Training from InfosecTrain offers a comprehensive understanding of GDPR compliance and the 2023 Indian Digital Personal Data Protection (DPDP) Act. The course covers key aspects like organizational processes, privacy policies, consent mechanisms, and data protection impact assessments. Participants gain in-depth knowledge of data protection principles and industry best practices, equipping them with the skills needed to excel as DPOs. This rigorous training ensures a deep dive into privacy regulations and compliance.



## Course Highlights



24-Hour  
of Instructor-led Training



Customized Training  
Utilizing Case Studies



Comprehensive  
Practical Sessions



In-depth Reference  
Materials



Practical Exercises for  
Each Chapter



Focus on GDPR and  
DPDP Act Compliance



Real-world  
Application



Industry Best  
Practices



Privacy Policies and  
Consent Mechanisms

## Target Audience

- ✓ DPO, CISO and Individuals assigned/planning for data protection roles within organization.
- ✓ Data Privacy Professionals who want to scale their career with DPO role.
- ✓ Consultants or Project Managers helping organizations implement privacy.
- ✓ Individuals who are experienced in Audit, IT, Legal and Information Security who are aiming for a career change with data privacy role.
- ✓ Professionals who want to learn about the Digital Personal Data Protection Act, 2023

## Pre-Requisites

No pre-requisites required. Anyone willing to learn about Data Privacy or DPDP Act / GDPR can join.

## Course Objectives

- ✓ Understand the concepts of the GDPR and DPDP Act 2023 and interpret their business requirements.
- ✓ Gain comprehensive hands-on knowledge for creating and implementing a data privacy program.
- ✓ Develop a skill set to perform the role and daily responsibilities of the data protection officer in an organization.
- ✓ Understand the nuances of the data privacy obligation of controller and processor from GDPR and the DPDP Act.
- ✓ Develop capabilities for handling the data subject rights and data breach.
- ✓ Learn to integrate privacy by design into products and services.
- ✓ Identify and evaluate potential risks associated with data processing.

# Course Curriculum

## Module 1: Introduction and Scope

- ✓ History of the Indian DPDP Act
- ✓ Definitions and Privacy Stakeholders
- ✓ Applicability of the Law
- ✓ Key Data Privacy Principles and Lawful Basis
- ✓ Penalties
- ✓ Obligations

## Module 2: Data Privacy Governance

- ✓ DPO Road Map
- ✓ Data Privacy Governance and Framework
- ✓ Data Privacy Vision, Mission and Strategy
- ✓ Privacy by Design
- ✓ Data Privacy Policy and Notice
- ✓ Case Study & Exercise

## Module 3: Data Discovery, ROPA (Records of Processing Activities) and Retention

- ✓ Understanding Data Discovery and Methodology
- ✓ Inventory of Personal Data
- ✓ ROPA and Mandatory Fields
- ✓ Defining Data Retention and Archival
- ✓ Data Disposal
- ✓ Case Study and Exercise

## Module 4: Consent and Cookies

- ✓ Notice Condition
- ✓ Valid Consent
- ✓ Cookie Types
- ✓ Cookie Policy
- ✓ Cookie Audit and Reporting
- ✓ Case Study and Exercise

## Module 5: Assessments

- ✓ PIA (Privacy Impact Assessment) vs. DPIA (Data Protection Impact Assessment) vs. Audit
- ✓ Data Protection Impact Assessment
- ✓ DPIA Triggers and Application
- ✓ Legitimate Use Assessment
- ✓ Cross Border Transfer & Impact Assessment
- ✓ Case Study & Exercise

## Module 6: Data Subjects Rights Management

- ✓ Data Subject Rights Around Globe
- ✓ DSR in DPDPA (Digital Personal Data Protection Act)
- ✓ DSAR (Data Subject Access Request) Process and Workflow
- ✓ DSAR Derogations
- ✓ DSAR Response
- ✓ Case Study and Exercise

## Module 7: Data Breach Management

- ✓ Incident vs. Breach
- ✓ Data Breach Definition
- ✓ Data Breach Impact Assessment
- ✓ Data Breach Notification
- ✓ Data Breach Register
- ✓ Case Study and Exercise

## Module 8: Vendor Management

- ✓ Conditions for Data Processor
- ✓ Vendor Due Diligence and Risk
- ✓ Drafting Contracts and DPA agreement
- ✓ Vendor Risk Assessment
- ✓ Monitoring Data processors
- ✓ Case Study and Exercise



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