Training Course on Role of the Data Protection Officer (DPO)

Professional Development Training Course Outline

Category	Data Security	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven world, the role of the Data Protection Officer (DPO) is pivotal in ensuring GDPR compliance, cybersecurity, and safeguarding the privacy rights of individuals. With escalating data breaches and increasing regulatory scrutiny, organizations must have a trained DPO to mitigate risks and align with global data protection regulations. Training Course on Role of the Data Protection Officer (DPO) is tailored to equip professionals with hands-on knowledge, legal insights, and practical skills to fulfill DPO responsibilities effectively.

Whether you're aiming to become a certified DPO or looking to strengthen your organization’s compliance framework, this training offers a compliance-first approach with real-world privacy risk assessments, data governance, and incident response strategies. It integrates emerging tech trends, AI privacy, and cross-border data transfer challenges, ensuring a well-rounded understanding of modern data protection dynamics.

Programme Curriculum

Training Course on Role of the Data Protection Officer (DPO)

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well-rounded understanding of modern data protection dynamics.

Course Objectives

1. Understand the legal foundations of data privacy and GDPR compliance.
2. Analyze the core roles and responsibilities of the Data Protection Officer.
3. Identify key data processing activities and associated risks.
4. Design effective data protection impact assessments (DPIAs).
5. Implement robust data breach response and reporting protocols.
6. Develop privacy by design and by default strategies.
7. Monitor and audit third-party data processors.
8. Interpret the implications of AI and machine learning on data protection.
9. Navigate international data transfer laws and mechanisms (e.g., SCCs, BCRs).
10. Establish training and awareness programs across an organization.
11. Conduct compliance audits and internal investigations.
12. Apply knowledge through real-life case studies and scenarios.
13. Prepare for DPO certification exams and continuous learning.

Target Audience

1. Aspiring and current Data Protection Officers
2. IT Security Managers and Risk Professionals
3. Compliance Officers and Internal Auditors
4. Legal Advisors and Privacy Lawyers
5. HR Professionals handling employee data
6. CIOs and CTOs in data-centric organizations
7. Business Owners in regulated sectors
8. Government and NGO Officials managing sensitive data

Course Duration: 5 days

Course Modules

Module 1: Introduction to Data Protection and Privacy Laws

- History and evolution of data privacy regulations
- Overview of global privacy laws (GDPR, CCPA, PDPA)
- Key data protection principles
- Understanding personal and sensitive data
- Regulatory authorities and enforcement bodies
- **Case Study:** Facebook’s GDPR compliance challenges

Module 2: Responsibilities of the Data Protection Officer (DPO)

- DPO appointment requirements
- Key roles and functions of a DPO
- DPO independence and conflict of interest
- Liaising with regulatory authorities
- Risk-based compliance management
- **Case Study:** DPO structure in a multinational tech company

Module 3: Conducting Data Protection Impact Assessments (DPIA)

- When and how to conduct DPIAs
- Template and steps of an effective DPIA

- Identifying and mitigating high-risk processing
- Stakeholder collaboration during DPIA
- Documentation and recordkeeping
- **Case Study:** DPIA for employee surveillance software

Module 4: Managing Data Breaches and Incident Response

- Recognizing a data breach
- Notification requirements and timelines
- Coordinating with security teams and regulators
- Containing and remediating breaches
- Lessons learned and reporting
- **Case Study:** Marriott International breach analysis

Module 5: Privacy by Design and Default Implementation

- Embedding privacy into system design
- Tools and frameworks for privacy engineering
- Lifecycle data management principles
- Aligning IT and legal teams
- Auditing privacy settings and defaults
- **Case Study:** Smart home devices and user privacy

Module 6: Managing Third-Party Data Processors

- Identifying data processors and joint controllers
- Drafting data processing agreements (DPAs)
- Conducting vendor risk assessments
- Monitoring subcontractors and processors
- Addressing non-compliance
- **Case Study:** Vendor failure in a healthcare data breach

Module 7: Data Subject Rights and International Transfers

- Overview of data subject rights (access, erasure, portability)
- Handling DSARs (Data Subject Access Requests)
- Cross-border transfer mechanisms (SCCs, BCRs, adequacy decisions)
- Ensuring transparency and accountability
- Best practices in documentation
- **Case Study:** Schrems II decision and its impact on US-EU transfers

Module 8: Auditing, Reporting, and Certification Preparation

- Internal audit strategies for DPOs
- Using KPIs and metrics for compliance monitoring
- Preparing reports for board and regulators
- Documentation and audit trails
- Certification pathways and study resources
- **Case Study:** ISO 27701 privacy information management audit

Training Methodology

- Interactive instructor-led live sessions
- Hands-on workshops with DPIA and breach simulations
- Case study analysis for real-world context
- Quizzes, exercises, and role-playing scenarios

- Access to DPO tools, templates, and resources
- Final assessment and DPO readiness checklist

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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