

GDPR Data Protection Officer (DPO): Practical Certification Prep

Duration: 5 Days

Language: en

Course Code: PI1 - 142

Objective

By the end of this course, participants will be able to:

- Understand and interpret the key provisions and principles of the GDPR.
- Implement data protection frameworks aligned with regulatory requirements.
- Manage data subject requests, breach notifications, and third-party risks.
- Conduct Data Protection Impact Assessments (DPIAs) and audits effectively.
- Prepare for official DPO certification and act as a competent organisational advisor on data protection matters.

Audience

This course is ideal for:

- Data Protection Officers and Compliance Managers.
- Legal Counsels and Privacy Advisors.
- IT Security and Information Governance Professionals.
- Risk, Audit, and Compliance Executives.
- Anyone involved in GDPR compliance and personal data management.

Training Methodology

The course combines interactive lectures, regulatory interpretation, and case-based exercises. Participants will engage in practical simulations of DPO responsibilities, breach management scenarios, and DPIA drafting to reinforce their learning.

Summary

This comprehensive and practice-oriented course is designed to equip professionals with the expertise to perform the role of a Data Protection Officer (DPO) in accordance with the EU General Data Protection Regulation (GDPR). It focuses on the operational, legal, and technical

responsibilities of DPOs, providing a step-by-step framework for ensuring compliance, managing data breaches, and building organisational privacy resilience.

Participants will gain a deep understanding of GDPR principles, lawful processing bases, data subject rights, and accountability mechanisms. The course also integrates real-world case studies, compliance tools, and audit methodologies to prepare participants for DPO certification and practical implementation of privacy programs across organisations.

Course Content & Outline

Section 1: Understanding GDPR and the Role of the DPO

- Overview of GDPR: objectives, structure, and key definitions.
- Principles of data protection: lawfulness, fairness, transparency, purpose limitation, and minimisation.
- The DPO's role, duties, and independence requirements.
- Relationship between the DPO, Data Controller, and Data Processor.
- Data protection in the broader EU regulatory context.

Section 2: Lawful Processing and Data Subject Rights

- Lawful bases for processing personal data (consent, contract, legal obligation, legitimate interest).
- Special categories of data and conditions for processing.
- Rights of data subjects: access, rectification, erasure, portability, restriction, and objection.
- Handling data subject requests and complaints.
- Transparency obligations and privacy notice requirements.

Section 3: Accountability, Governance, and Risk Management

- Implementing data protection policies, procedures, and documentation.
- Records of processing activities (RoPA).
- Data Protection Impact Assessments (DPIAs) – purpose, process, and examples.
- Integrating GDPR with corporate risk management frameworks.
- Third-party management and vendor due diligence.

Section 4: Security Measures and Breach Management

- Technical and organisational measures for data security.

- Understanding pseudonymisation, encryption, and access controls.
- Breach detection, reporting, and notification requirements.
- Incident response planning and post-breach evaluation.
- Cooperation with supervisory authorities and managing enforcement actions.

Section 5: Auditing, Certification, and Continuous Improvement

- Preparing for internal and external GDPR audits.
- DPO certification schemes and competency requirements.
- Maintaining ongoing compliance through monitoring and training.
- Data protection culture and awareness across the organisation.
- Emerging trends: AI, data ethics, and cross-border data transfer compliance.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

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Tags

data protection, GDPR, DPO certification

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