

DATA PROTECTION OFFICER (DPO)

— **HANDS-ON TRAINING** —

ALIGNED TO **DPDPA** AND **GDPR**



Course Highlights



24-Hour LIVE
Instructor-led
Training



Customized
Hands-on
Training



In-depth
Reference
Materials



Ready-to-use
templates



Practical
Exercises for
Each Chapter



Telegram
Support Group



Build a
Complete ROPA



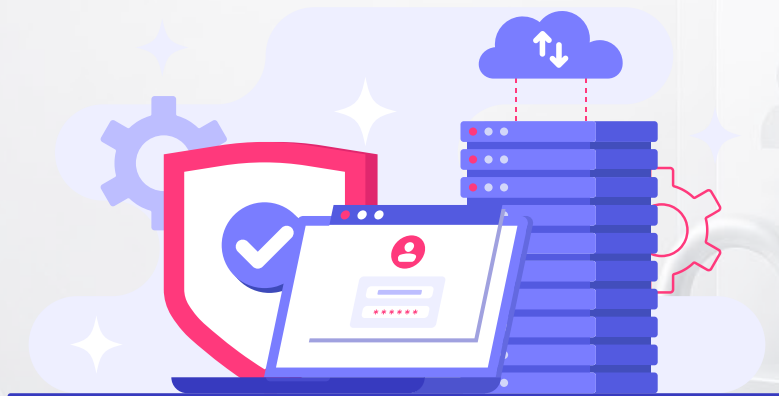
DPIA & PIA
Included



Post Training
Support

About Course

The Data Protection Officer (DPO) Hands-on Training from InfosecTrain is a 24-hour practical program designed for professionals who need to operate, advise on or implement data privacy compliance under India's Digital Personal Data Protection Act (DPDPA) 2023 and GDPR. Learners will be able to build the complete DPO skill set: data privacy governance frameworks, ROPA, DPIA, consent and cookie management, data subject rights handling, breach notification, vendor due diligence and DPA contract drafting. With no prerequisites and a curriculum directly aligned to the obligations of both data fiduciaries and processors, this course is the most practical pathway to functioning as a DPO, Privacy Officer or Data Protection Consultant in today's regulatory environment.



Course Objectives

After completion of this course, you will be able to:

- ✔ Interpret DPDPA 2023 obligations, penalties and applicability for your organisation
- ✔ Map GDPR and DPDPA requirements side by side for dual-jurisdiction compliance
- ✔ Build a data privacy governance framework aligned to business strategy
- ✔ Conduct data discovery, create a personal data inventory and maintain a complete ROPA
- ✔ Design and implement valid consent mechanisms and compliant cookie policies
- ✔ Conduct DPIA and PIA, know when they're triggered and how to document them
- ✔ Manage data subject rights and handle DSARs from request through to response
- ✔ Respond to data breaches, assess impact, notify regulators and maintain a breach register
- ✔ Assess vendor risk, conduct processor due diligence and draft Data Processing Agreements
- ✔ Embed Privacy by Design into products, services and organisational processes

Target Audience

- ✓ DPO, CISO, and individuals assigned/planning for data protection roles within the organization.
- ✓ Data privacy professionals who want to scale their career with the DPO role.
- ✓ Consultants or project managers helping organizations implement privacy.
- ✓ Individuals experienced in audit, IT, legal, or information security who are aiming for a career change into a 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 Content

Module 1: Introduction and Scope

- ✓ History of the Indian DPDP Act & GDPR
- ✓ 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



Contact us

www.infosectrain.com
sales@infosectrain.com

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