

DATA PROTECTION OFFICER (DPO)

— **HANDS-ON TRAINING** —

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



Course Highlights



24-Hour LIVE
Instructor-led
Training



Hands-on DPO Role
Charter & Governance
Framework



DPDP Rules 2025
Implementation
Workshop



AI Privacy Risk
and DPO
Responsibility



DPO Executive
Reporting and
Privacy Dashboard



Regulator
Communication &
Privacy Documentation



Privacy Risk Register
and Maturity
Assessment



Data Breach
Tabletop Exercise

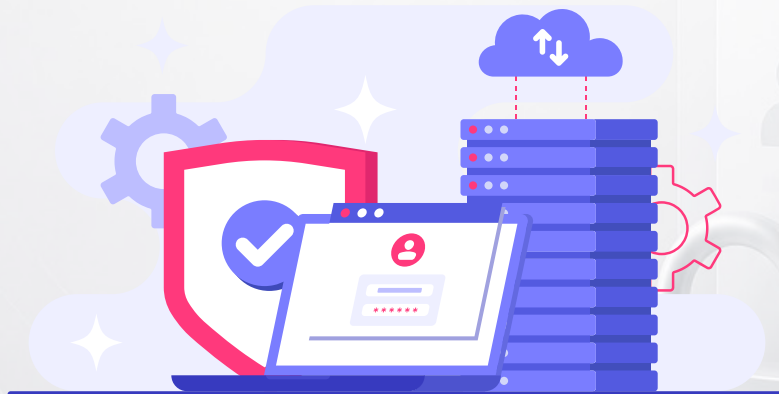


Job-ready privacy
templates and
practical deliverables

About Course

InfosecTrain's DPO Hands-on Training is a practical, job-ready program covering the full Data Protection Officer operational lifecycle. Aligned with both the DPDP Act 2023, DPDP Rules 2025, and GDPR, the course takes professionals through privacy governance, data discovery, consent management, DPIA, data subject rights, breach response, and vendor risk management.

What sets it apart is its deliverables-first approach. Participants build and take away 21 ready-to-use templates, including a DPO Role Charter, Privacy Risk Register, DPIA Template, DSAR Workflow, AI Privacy Assessment Checklist, and a 90-Day Privacy Implementation Roadmap. AI privacy is integrated throughout, covering personal data in AI workflows, generative AI tool governance, and AI vendor assessment, ensuring participants leave equipped to operate as a DPO from day one.



Course Objectives

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

- ✔ Interpret and apply the DPDP Act 2023, DPDP Rules 2025, and GDPR across real business scenarios
- ✔ Define and execute the DPO Role Charter, including responsibilities, independence, and escalation mechanisms
- ✔ Build and manage a Privacy Governance Framework covering policies, notices, and Privacy by Design
- ✔ Conduct Data Discovery, maintain ROPA, and govern data retention and disposal processes
- ✔ Manage consent workflows, cookie governance, and data subject rights across regulatory frameworks
- ✔ Design and execute Privacy Impact Assessments, DPIAs, and AI Privacy Risk Assessments
- ✔ Handle end-to-end Data Subject Access Requests, including intake, verification, and response drafting
- ✔ Identify, classify, and respond to data breaches, including notification and tabletop exercise execution
- ✔ Assess vendor privacy risk, draft DPAs, conduct Transfer Impact Assessments, and manage sub-processors
- ✔ Govern AI privacy risks, including personal data in AI workflows and generative AI tool usage

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 the DPDP Act / GDPR can join.

Course Content

Module 1: Data Privacy Law Foundation and DPO role

- ✓ DPDP Act 2023 and DPDP Rules 2025
- ✓ GDPR overview and key requirements
- ✓ Data Fiduciary, Data Processor, and Data Principal
- ✓ Controller vs. Processor
- ✓ Applicability, privacy principles, and lawful processing
- ✓ Penalties and regulatory obligations
- ✓ DPO responsibilities and key functions
- ✓ DPO Role Charter – formal DPO responsibilities, independence, reporting structure and escalation mechanisms
- ✓ Cross-Functional DPO Working – Legal, HR, IT, Information Security, Procurement, Marketing and Product
- ✓ Children's data and verifiable consent
- ✓ Significant Data Fiduciary obligations

Case Study & Exercise

90-Day DPDP Implementation Roadmap –
Hands-on Exercise

Module 2: Privacy Governance, Accountability & Program Management

- ✓ Privacy governance framework and accountability
- ✓ Privacy policy and privacy notice
- ✓ Privacy by Design and Default
- ✓ AI intersection with privacy
- ✓ Privacy maturity assessment and maturity modelling
- ✓ Privacy KPIs/KRIs and privacy risk dashboard
- ✓ Privacy governance roadmap and implementation planning
- ✓ Privacy Risk Register – identification, scoring, treatment, ownership, monitoring and tracking

Case Study & Exercise

Privacy Notice

Module 3: Data Discovery, ROPA, Retention & Disposal

- ✓ Data discovery methodology
- ✓ Personal data inventory and data mapping
- ✓ ROPA and mandatory fields
- ✓ Processing activities and third-party data flows
- ✓ Data retention and archival
- ✓ Data disposal and sanitization
- ✓ Data lifecycle governance – Technical and Organizational Measures

Case Study & Exercise

ROPA and Data Inventory



Module 4: Consent, Privacy Notices, Cookies & Data Subject Rights

- ✓ Notice conditions and transparency
- ✓ Valid consent and consent withdrawal
- ✓ Consent workflow and documentation
- ✓ Cookie types, cookie policy and cookie governance
- ✓ Cookie audit and reporting

Case Study & Exercise

Cookie Consent Audit



Module 5: Privacy Assessments – PIA, DPIA, LIA & AI Privacy

- ✓ PIA vs. DPIA vs. Privacy Audit
- ✓ DPIA methodology, triggers, process and reporting
- ✓ Legitimate Use Assessment
- ✓ LIA use cases and process
- ✓ AI Privacy Risk Assessment
- ✓ Personal data in AI prompts and workflows
- ✓ Employee use of Generative AI tools
- ✓ AI vendor privacy assessment

Case Study & Exercise

DPIA for Smart Toy and CSP

Module 6: Data Subject Rights & Request Management

- ✓ Data subject rights across major privacy regimes
- ✓ DSR requirements under the DPDP framework
- ✓ DSAR intake, verification, workflow and SLA management
- ✓ DSAR derogations and exemptions
- ✓ Response drafting, evidence and reporting
- ✓ Escalation and cross-functional coordination

Case Study & Exercise

End-to-End DSR Response



Module 7: Data Breach & Incident Management

- ✓ Incident vs. personal data breach
- ✓ Data breach identification and classification
- ✓ Data breach impact assessment
- ✓ Internal escalation and response
- ✓ Data breach notification and affected-individual communication
- ✓ Data breach register and evidence management
- ✓ Data Breach Tabletop Exercise – simulated breach scenario and DPO response

Case Study & Exercise

Breach Impact Assessment



Module 8: Vendor, Cloud & Third-Party Privacy Risk

- ✓ Privacy risk exposure from data sharing
- ✓ Vendor due diligence and privacy risk management
- ✓ Vendor Privacy Risk Assessment
- ✓ Drafting and reviewing DPAs
- ✓ Key contractual privacy clauses
- ✓ Sub-processors and cloud providers
- ✓ Cross-border data transfers
- ✓ Transfer Impact Assessment (TIA)
- ✓ AI vendor privacy assessment
- ✓ Vendor monitoring and reassessment

Case Study & Exercise

TIA / Vendor Assessment

Practical Learner Deliverables

- ✓ DPO Role Charter
- ✓ Privacy Governance Roadmap
- ✓ Personal Data Inventory
- ✓ ROPA Template / Completed ROPA
- ✓ Privacy Notice Checklist
- ✓ Consent Workflow
- ✓ DPIA Template
- ✓ DPIA Trigger Checklist
- ✓ DSAR Workflow and Response Template
- ✓ Privacy Risk Register Template
- ✓ Privacy Maturity Dashboard
- ✓ DPO Privacy KPI/KRI Dashboard
- ✓ Breach Impact Assessment Template
- ✓ Breach Notification Checklist
- ✓ Data Breach Tabletop Exercise Output
- ✓ Vendor Privacy Due Diligence Checklist
- ✓ DPA Review Checklist
- ✓ AI Privacy Assessment Checklist
- ✓ DPO Monthly Executive Report
- ✓ Regulatory Communication / Response Documentation
- ✓ 90-Day Privacy Implementation Roadmap



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