



# Course: Mastering GDPR Compliance: Obligations and Implementation

**DELIVERED BY:****Ekaterina Andryushchenko, CIPP/E****OBJECTIVES:**

- Comprehend GDPR a system of protecting personal privacy while balancing it with other values.
- Learn the basic concepts and the basic terminology of personal data protection.
- Learn the principles of personal data protection, understand their function in the system of privacy law and how they work in practice of GDPR application.
- Be able to assist effectively your company's DPO in protecting personal data and ensuring GDPR compliance.
- Understand the risks of incompliance and data breaches.
- Understand the interconnection of personal data law and the neighbouring domains, such as regulation of AI and electronic communications.
- Be able to see data protection as a legal and technical task simultaneously.
- Be able to mitigate the risks of fines for your company.

**SKILLS DELIVERED:**

- Recognize personal data in your everyday work;
- Protect individuals' rights to personal data;
- Know how to deal with the clients without infringing their rights to personal data protection.
- Help your company to prevent personal data losses and breaches;
- Assist your company's data protection officer in personal data protection and ensuring legal compliance.

**DESIGNED FOR:**

- Client-serving personnel - relationship managers, account managers, customer service representatives, branch staff, private bankers;
- IT and information security teams - system administrators, developers, data engineers, cybersecurity specialists, IT infrastructure teams;
- AML, compliance and legal specialists - AML analysts, compliance officers, legal counsel, risk managers, internal auditors;
- HR professionals - recruitment, employee data management, payroll administration Marketing and communications staff;
- Marketing and communications teams - CRM users, digital marketing, analytics teams handling customer data.

<b>TOPIC</b>	<b>DURATION</b>
<p><b>1. Overview of the course</b></p> <ul style="list-style-type: none"> <li>• Lecturer</li> <li>• Objectives</li> <li>• Skills delivered</li> <li>• Programme Modules</li> </ul>	5 min.
<p><b>2. Importance of personal data protection</b></p> <ul style="list-style-type: none"> <li>• Personal data protection as a legal requirement.</li> <li>• Privacy as a fundamental human right.</li> <li>• Personal data as an economic value.</li> <li>• Risks of personal data breaches: possible use of leaked data for committing fraud, phishing and other illegal activities.</li> </ul>	15 min.
<p><b>3. Legal landscape: GDPR and beyond</b></p> <ul style="list-style-type: none"> <li>• GDPR as a directly applicable EU law.</li> <li>• When GDPR applies (material and territorial scope of application).</li> <li>• International privacy protection framework.</li> <li>• Other EU laws: ePrivacy Directive, AI Act.</li> <li>• European Data Protection Board: its role and powers.</li> <li>• National laws and the role of national data protection authorities.</li> </ul>	20 min.
<p><b>4. Personal data protection on the level of an organization</b></p> <ul style="list-style-type: none"> <li>• Data protection as an intersection of technical and compliance issues. Organizational and technical measures of data protection.</li> <li>• Three infosec pillars (CIA triad): confidentiality, integrity and availability.</li> <li>• Role of Data Protection Officer.</li> <li>• Main data protection documents that a company has: records of processing activities (RoPA), privacy policies, data protection impact assessment, minor policies (access request policy, breach policy, etc)</li> </ul>	20 min.
<p><b>5. What is personal data and processing</b></p> <ul style="list-style-type: none"> <li>• Definition of personal data.</li> <li>• Types and formats of personal data.</li> <li>• Pseudonymized and anonymized data.</li> <li>• Personal data that has special protection: children's data, sensitive data, data about criminal background of a person.</li> <li>• Operations that are considered to be personal data processing.</li> </ul>	20 min.
<p><b>6. Lawful bases for processing: when can you process personal data</b></p> <ul style="list-style-type: none"> <li>• Six lawful bases for processing.</li> <li>• Consent; necessity to get and keep consent proofs.</li> <li>• Legitimate interest.</li> <li>• Lawful bases for processing of special categories of personal data.</li> </ul>	15 min.

TOPIC	DURATION
<b>7. Data subject's rights</b> <ul style="list-style-type: none"> <li>• General rules of data subjects' rights realization. Are these rights absolute?</li> <li>• Verification of identity as a prerequisite for answering right requests.</li> <li>• Right to information about personal data collection and processing.</li> <li>• Right of access.</li> <li>• Right to rectification.</li> <li>• Right to erasure.</li> <li>• Right to restriction of processing.</li> <li>• Right to data portability.</li> <li>• Right to object.</li> </ul>	20 min.
<b>8. Special situations of processing</b> <ul style="list-style-type: none"> <li>• Automated decision-making and AI-assisted processing.</li> <li>• Cookies and other tracking technologies.</li> <li>• Direct marketing technologies</li> </ul>	20 min.
<b>9. Rules of international data transfers</b> <ul style="list-style-type: none"> <li>• What is classified as international data transfer.</li> <li>• Transfer to countries with an adequate level of protection.</li> <li>• Transfer to other countries.</li> <li>• Transfer to the US: EU-U.S. Data Privacy Framework.</li> </ul>	15 min.
<b>10. Data breaches – immense business risks and how you can help to mitigate them</b> <ul style="list-style-type: none"> <li>• Risks of personal data breaches for data subjects and for the business</li> <li>• Classification of personal data breaches</li> <li>• Actions to take in case of data breach</li> </ul>	15 min.
<b>11. Responsibility for non-compliance and data breaches</b> <ul style="list-style-type: none"> <li>• Actions that controlling authorities may take: warning, reprimand, order to act, fine, ban of processing, others.</li> <li>• Factors increasing the sum of fine.</li> <li>• Factors lowering the fine.</li> </ul>	15 min.
<b>TOTAL</b>	<b>3 hours</b>



**Duration:**  
**3 hours (3 CPD Units)**



**Language:**  
**English**



**Delivery mode:**  
**Pre-Recorded**



**Skills level:**  
**Intermediate**