

**Course:
Mastering GDPR Compliance:
Obligations and Implementation**

DELIVERED BY:

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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.

TOPIC	DURATION
1. Introduction to GDPR • Purpose and objectives of GDPR • Why data protection matters • Privacy as a fundamental right • Business impact of GDPR compliance	5 min.
2. European Data Protection Framework • GDPR overview • ePrivacy Directive • AI Act • National data protection laws • Supervisory authorities and courts	15 min.
3. Understanding Personal Data • What is personal data? • Personal data categories • Sensitive, children's and criminal data • Anonymous vs. pseudonymous data • Data processing activities	20 min.
4. GDPR Principles • Lawfulness, fairness & transparency • Purpose limitation • Data minimisation • Accuracy • Storage limitation • Integrity & confidentiality • Legal bases for processing	15 min.
5. Organising GDPR Compliance • Privacy by Design & Privacy by Default • Controller vs. Processor • Data Protection Officer (DPO) • Record of Processing Activities (RoPA) • Privacy Notices • Core GDPR documentation	20 min.
6. Data Subject Rights • Right to information • Right of access • Right to rectification • Right to erasure • Right to restriction • Right to data portability • Right to object • Automated decision-making & profiling	30 min.

COURSE PROGRAMME:

MASTERING GDPR COMPLIANCE: OBLIGATIONS AND IMPLEMENTATION

TOPIC	DURATION
7. Risks & Responsibilities • Personal data breaches • Incident reporting requirements • Supervisory authority investigations • Corrective measures • Administrative fines • GDPR compliance best practices	10 min.
TOTAL	2 hours



Duration:
2 hours (2 CPD Units)



Language:
English



Delivery mode:
Pre-Recorded



Skills level:
Intermediate

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