Information Privacy and Data Protection Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Information Privacy and Data Protection Training Course is designed to equip participants with advanced knowledge and practical skills in privacy governance, data protection compliance, cybersecurity risk management, and regulatory frameworks. As organizations increasingly rely on digital transformation, cloud computing, artificial intelligence, and data-driven decision-making, protecting personal and sensitive information has become a strategic priority. This course focuses on global privacy standards, data security controls, ethical data handling, and best practices for managing information assets in modern organizations.

The course provides in-depth understanding of international data protection regulations, privacy management frameworks, incident response strategies, and organizational accountability requirements. Participants will explore key concepts such as data classification, privacy impact assessments, breach management, consent management, and regulatory compliance. Through global case studies and practical applications, learners will develop the capabilities required to strengthen privacy programs, reduce data risks, and build trusted digital environments.

Programme Curriculum

Information Privacy and Data Protection Training Course

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Course Objectives

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

1. Understand global information privacy principles and data protection frameworks.
2. Apply GDPR, CCPA, and international privacy compliance requirements.
3. Develop effective organizational privacy governance strategies.
4. Implement data security and risk management controls.
5. Conduct privacy impact assessments and compliance audits.
6. Manage personal data lifecycle processes effectively.
7. Identify cybersecurity threats affecting confidential information.
8. Develop data breach response and incident management plans.
9. Promote ethical data handling and privacy awareness cultures.
10. Implement information classification and access control measures.
11. Evaluate third-party data processing risks.
12. Strengthen organizational accountability and regulatory compliance.
13. Apply emerging privacy technologies and digital protection strategies.

Organizational Benefits

1. Improved compliance with global privacy and data protection regulations.
2. Reduced risks associated with data breaches and cyber threats.
3. Enhanced customer trust through responsible information management.
4. Strengthened organizational privacy governance frameworks.
5. Improved employee awareness of data protection responsibilities.
6. Better management of personal and confidential information.
7. Increased readiness for privacy audits and regulatory inspections.
8. Enhanced cybersecurity risk management capabilities.
9. Improved reputation and stakeholder confidence.
10. Stronger digital transformation security practices.

Target Audiences

1. Data Protection Officers and Privacy Officers.
2. Information Security Professionals.
3. IT Managers and System Administrators.
4. Compliance and Risk Management Officers.
5. Legal Professionals and Corporate Counsel.

6. Human Resource Managers handling employee data.
7. Business Leaders and Executives.
8. Auditors and Governance Professionals.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Information Privacy and Data Protection

- Introduction to privacy concepts, personal data, and information protection principles.
- Understanding privacy risks in digital organizations and data-driven environments.
- Overview of global privacy regulations and compliance requirements.
- Roles and responsibilities of privacy stakeholders within organizations.
- Data privacy principles based on international standards.
- Case Study: Implementation of privacy frameworks at global technology companies.

Module 2: Global Data Protection Regulations and Compliance

- Understanding GDPR, CCPA, and emerging privacy legislation worldwide.
- Regulatory obligations for organizations processing personal information.
- Cross-border data transfer requirements and international compliance.
- Privacy enforcement mechanisms and regulatory penalties.
- Building compliance programs aligned with legal requirements.
- Case Study: GDPR compliance transformation within European organizations.

Module 3: Privacy Governance and Management Frameworks

- Developing organizational privacy policies and governance structures.
- Establishing privacy leadership and accountability models.
- Implementing privacy management systems and controls.
- Defining privacy roles, responsibilities, and reporting structures.
- Monitoring privacy performance through governance metrics.
- Case Study: Privacy governance model adoption in multinational corporations.

Module 4: Data Classification, Handling, and Lifecycle Management

- Principles of data classification and information categorization.
- Managing personal data throughout the information lifecycle.
- Secure collection, storage, processing, and disposal of information.
- Data minimization and retention management practices.
- Implementing secure data handling procedures.
- Case Study: Enterprise data lifecycle management in financial institutions.

Module 5: Privacy Risk Assessment and Data Security Controls

- Conducting privacy risk assessments and vulnerability analysis.
- Implementing technical and administrative security controls.
- Understanding encryption, access management, and authentication.
- Managing privacy risks from emerging technologies.
- Integrating privacy with cybersecurity strategies.
- Case Study: Data security improvements in global healthcare organizations.

Module 6: Data Breach Management and Incident Response

- Identifying causes and impacts of privacy breaches.
- Developing effective data breach response procedures.
- Regulatory notification requirements after incidents.
- Managing communication during privacy emergencies.
- Conducting post-incident reviews and improvements.
- Case Study: Response strategies from major global data breaches.

Module 7: Privacy Compliance Auditing and Continuous Improvement

- Conducting privacy audits and compliance assessments.
- Measuring effectiveness of privacy programs.
- Identifying compliance gaps and corrective actions.
- Developing privacy monitoring and reporting systems.
- Improving organizational privacy maturity levels.
- Case Study: Privacy audit practices used by international enterprises.

Module 8: Emerging Technologies and Future Privacy Challenges

- Understanding privacy challenges in artificial intelligence and automation.
- Managing privacy risks in cloud computing environments.
- Exploring blockchain, IoT, and digital identity protection.
- Preparing organizations for future privacy regulations.
- Developing sustainable privacy strategies for digital transformation.
- Case Study: AI privacy management approaches used by leading technology organizations.

Training Methodology

- Instructor-led interactive presentations covering privacy principles and global regulations.
- Practical workshops focused on privacy risk assessment and compliance activities.
- Real-world global case studies analyzing data protection challenges.

- Group discussions and problem-solving exercises on privacy scenarios.
- Simulation exercises involving data breach response management.
- Knowledge assessments and practical evaluation activities.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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