Training Course on Data Subject Rights and How to Respond

Professional Development Training Course Outline

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

Course Introduction

In the age of data-driven decision-making, understanding Data Subject Rights (DSRs) under global data privacy laws such as the GDPR, CCPA, and HIPAA is no longer optional—it's essential. Organizations that collect, process, or store personal data are legally and ethically required to respond to data subject requests efficiently and transparently. Training Course on Data Subject Rights and How to Respond is meticulously designed to empower professionals with the knowledge and practical skills needed to manage and respond to these requests with legal compliance, operational clarity, and customer trust in mind.

With increasing cybersecurity concerns, regulatory enforcement, and customer expectations, responding to data subject access requests (DSARs) has become a mission-critical function across industries. This course provides a structured approach to understanding various DSRs including right to access, rectification, erasure, restriction, objection, and data portability. Through real-world case studies, hands-on simulations, and interactive discussions, this course ensures that participants can align with privacy compliance frameworks while enhancing organizational reputation and mitigating risk.

Programme Curriculum

Training Course on Data Subject Rights and How to Respond

Introduction

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Course Objectives

1. Understand the legal foundation of Data Subject Rights under GDPR, CCPA, and global laws.
2. Identify and classify Personal Identifiable Information (PII) and sensitive data types.
3. Handle Data Subject Access Requests (DSARs) with accuracy and timeliness.
4. Manage data lifecycle and privacy governance responsibilities.
5. Leverage tools and technology for DSR automation and tracking.
6. Ensure lawful processing through consent management.
7. Identify red flags in non-compliance and enforcement actions.
8. Develop internal DSR workflows and escalation protocols.
9. Integrate privacy by design into systems and processes.
10. Align DSR responses with cross-border data transfer regulations.
11. Conduct impact assessments related to DSR fulfillment.
12. Communicate effectively with data subjects using transparency best practices.
13. Build organizational resilience through DSR training and awareness programs.

Target Audience

1. Data Protection Officers (DPOs)
2. Legal & Compliance Teams
3. Privacy Consultants
4. IT Security Professionals
5. Customer Support Representatives
6. Risk & Audit Managers
7. Data Governance Professionals
8. Regulatory Affairs Specialists

Course Duration: 5 days

Course Modules

Module 1: Introduction to Data Subject Rights

- Overview of key regulations (GDPR, CCPA, LGPD)
- Scope and applicability of DSRs
- Roles of controllers vs processors
- Introduction to personal data categories
- Data subject expectations and legal obligations
- **Case Study:** EU citizen requests data from a U.S. company

Module 2: Right to Access and Rectification

- Steps for verifying data subject identity
- Gathering and preparing data for access
- Handling inaccurate or outdated information
- Timelines for response under GDPR and CCPA
- Communicating access results clearly
- **Case Study:** User requests correction of credit record data

Module 3: Right to Erasure (Right to be Forgotten)

- Legal grounds for data deletion
- Exceptions to erasure requests
- Deleting data from live and backup systems
- Record-keeping and audit trail
- Challenges in cross-platform deletion
- **Case Study:** Former employee demands email data deletion

Module 4: Right to Restrict and Object to Processing

- Legal basis of restriction and objection
- Temporary vs permanent processing restrictions
- System flags and tagging for restricted data
- Documenting objections and justifications
- Notifications to third-party data processors
- **Case Study:** Customer objects to profiling in targeted marketing

Module 5: Right to Data Portability

- Format standards for data portability (JSON, CSV, XML)
- Secure data transfer methods
- Validating request origin
- Scope of data portability vs other rights
- Ensuring interoperability across systems
- **Case Study:** Fitness app user requests transfer to competitor app

Module 6: Managing DSAR Workflows and Timelines

- Intake, verification, and tracking systems
- Assigning roles and responsibilities
- Logging and documenting DSR requests
- Deadline adherence and extensions
- Metrics and KPIs for performance
- **Case Study:** Company fined for late DSAR response

Module 7: Tools, Technologies, and Automation

- Privacy management platforms (OneTrust, TrustArc, etc.)
- Using AI to streamline data discovery
- Integration with CRM and HR systems
- Audit trails and dashboard reporting
- Risk reduction through automation
- **Case Study:** Bank deploys DSR automation and reduces turnaround time

Module 8: Training, Policy, and Awareness

- Employee training best practices
- Internal DSR escalation protocols
- Policy documentation and accessibility
- Privacy champions and stakeholder engagement
- Building a culture of privacy compliance
- **Case Study:** Organization avoids fine due to staff's prompt DSR response

Training Methodology

- Instructor-led sessions with real-time Q&A

- Hands-on simulations with DSR scenarios
- Use of interactive tools and templates
- Group discussions and peer feedback
- Access to downloadable checklists and resources
- End-of-module assessments and certification

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
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
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:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com