Training Course on Developing and Implementing Data Protection Policies and Procedures

Professional Development Training Course Outline

Category	Data Security	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s digital age, data has become the most valuable asset for businesses and organizations worldwide. With the exponential rise in data breaches, cyber threats, and regulatory scrutiny, it has become essential for organizations to develop robust data protection policies and procedures. Training Course on Developing and Implementing Data Protection Policies and Procedures is designed to equip professionals with the knowledge, tools, and strategies needed to ensure compliance, minimize risk, and protect sensitive information across all sectors.

The course integrates practical insights, real-world case studies, and regulatory frameworks such as GDPR, HIPAA, and CCPA, helping learners build and implement comprehensive data protection strategies. Participants will gain hands-on experience in crafting policies, managing data risks, and embedding a data protection culture within their organizations. By completing this training, professionals will be prepared to lead data governance initiatives and enhance their organization’s compliance posture.

Programme Curriculum

Training Course on Developing and Implementing Data Protection Policies and Procedures

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Course Objectives

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

1. Understand the importance of data privacy in modern digital environments.
2. Develop GDPR-compliant policies tailored to organizational needs.
3. Apply risk management techniques to protect sensitive data.
4. Draft effective data protection procedures and protocols.
5. Identify and classify personal and sensitive information.
6. Implement data breach response plans.
7. Conduct Data Protection Impact Assessments (DPIAs).
8. Ensure compliance with global data privacy laws (e.g., CCPA, HIPAA).
9. Integrate cybersecurity frameworks with data protection strategies.
10. Promote a data protection culture within the organization.
11. Monitor and audit data lifecycle management practices.
12. Train employees on privacy awareness and compliance.
13. Leverage data protection technologies and automation tools.

Target Audience

This training course is ideal for:

1. Data Protection Officers (DPOs)
2. Compliance Officers
3. Information Security Managers
4. Risk Management Professionals
5. IT Managers and Administrators
6. Legal and Privacy Advisors
7. HR Managers handling employee data
8. Entrepreneurs and Small Business Owners

Course Duration: 10 days

Course Modules

Module 1: Introduction to Data Protection and Privacy

- Definition and evolution of data privacy
- Importance of protecting personal data
- Key data privacy principles
- Overview of global regulations (GDPR, HIPAA, CCPA)
- Rights of data subjects
- **Case Study**: Facebook–Cambridge Analytica Data Scandal

Module 2: Data Mapping and Classification

- What is data mapping?
- Tools and methods for data classification
- Identifying personal vs. sensitive data

- Importance of data inventories
- Data flow documentation
- **Case Study**: Marriott Data Breach Analysis

Module 3: Policy Development Framework

- Components of a strong data protection policy
- Steps in policy drafting and approval
- Aligning policies with business goals
- Communicating policies across departments
- Policy version control and governance
- **Case Study**: Equifax's Failure to Enforce Data Policies

Module 4: Risk Assessment and Management

- Identifying data-related risks
- Risk assessment methodologies
- Evaluating likelihood and impact
- Mitigation strategies and controls
- Aligning risk with compliance requirements
- **Case Study**: Target Corporation's Cyber Risk Oversight

Module 5: Data Protection Impact Assessment (DPIA)

- What is a DPIA and when to use it
- DPIA process steps
- Legal requirements under GDPR
- Tools and templates
- Integrating DPIA in project lifecycles
- **Case Study**: NHS Contact Tracing App DPIA Evaluation

Module 6: Data Breach Response and Reporting

- Data breach definitions and types
- Steps in breach response
- Notification obligations
- Internal and external communication
- Documenting breach events
- **Case Study**: Uber's Delayed Breach Notification Fallout

Module 7: Roles and Responsibilities in Data Protection

- Responsibilities of a DPO
- Cross-functional collaboration
- Data protection team structure
- Role of leadership in compliance
- Staff training and accountability
- **Case Study**: Google's $57M GDPR Penalty

Module 8: Privacy by Design and Default

- Core principles of privacy by design
- Embedding privacy in project planning
- Technology design considerations
- Default settings for minimal data collection
- Ongoing privacy reviews

- **Case Study**: Apple’s iOS Privacy Approach

Module 9: Data Subject Rights and Requests

- Understanding data subject rights
- Handling DSARs (Data Subject Access Requests)
- Timelines and formats for response
- Identity verification
- Automating DSAR management
- **Case Study**: British Airways' DSAR Response Strategy

Module 10: Employee Training and Awareness

- Importance of awareness training
- Designing a training plan
- Using e-learning and gamification
- Policy sign-offs and refreshers
- Measuring training effectiveness
- **Case Study**: LinkedIn’s Security Awareness Program

Module 11: Vendor and Third-Party Risk Management

- Assessing third-party data practices
- Contractual data protection clauses
- Vendor due diligence
- Ongoing vendor monitoring
- Incident handling with vendors
- **Case Study**: Capital One & AWS Data Leak Incident

Module 12: Monitoring, Auditing, and Compliance Checks

- Data protection audit frameworks
- Internal vs. external audits
- Key compliance KPIs
- Corrective action plans
- Audit documentation
- **Case Study**: Facebook’s Internal Audit Failures

Module 13: Legal and Regulatory Compliance

- Overview of major data laws
- Jurisdictional compliance challenges
- Regulatory reporting requirements
- Working with legal teams
- Enforcement and penalties
- **Case Study**: GDPR Fine Against H&M for Surveillance

Module 14: Data Retention and Deletion Policies

- Retention schedules
- Secure deletion techniques
- Legal hold procedures
- Minimizing data storage
- Data archival strategies
- **Case Study**: Morgan Stanley Data Disposal Violation

Module 15: Leveraging Technology for Data Protection

- Data encryption and masking
- Access control and monitoring
- Backup and recovery tools
- AI in data protection
- Selecting compliance tech solutions
- **Case Study**: Zoom's Data Encryption Overhaul

Training Methodology

- Instructor-led virtual and in-person sessions
- Hands-on labs with real-world scenarios
- Interactive quizzes and knowledge checks
- Role-playing simulations of breach response
- Group policy-drafting workshops
- Use of industry templates, checklists, and tools

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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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

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