

Data Protection Training Program for Organizations



PrivaLex Advisory

...Compliance Redefined, Privacy Secured

Course Overview:

This program is tailored for employees who need to understand the importance of data protection and their role in ensuring organisational compliance. The training covers legal frameworks, practical data protection techniques, and how employees can contribute to protecting personal data from breaches and other risks.



Module 1: Introduction to Data Protection and Company Policies

This module introduces employees to the importance of data protection and explains the company's data protection policies.

Key Topics:

- **Why data protection matters: an overview.**
- **Introduction to key data protection laws (GDPR, Data Protection Act 2018, and other country-specific laws).**
- **Company-specific data protection policies and procedures.**
- **Responsibilities of employees in handling personal data.**
- **Emerging privacy risks, particularly in third-party processing and compliance management.**

Module 2: Handling Personal Data

This module covers the correct procedures for collecting, processing, and using personal data securely and complying with company policies.

Key Topics:

- **What is personal data? Examples in the workplace.**
- **Legal bases for handling personal data.**
- **Company protocols for collecting and processing personal data.**
- **Safeguarding special categories of personal data (health, financial, etc.).**

Module 3: Understanding Individual Rights

Employees will learn how to handle requests from individuals exercising their data protection rights, ensuring compliance with company policies.

Key Topics:

- **Overview of data subject rights (e.g., access, rectification, deletion).**
- **Responding to data subject access requests (SARs) within the company.**
- **Practical steps for managing individual rights requests in a secure and timely manner.**

Module 4: Data Security Essentials

This module focuses on the critical role employees play in maintaining data security and preventing breaches.

Key Topics:

- **The importance of data security and how it impacts the company.**
- **Best practices for secure data handling (both physical and digital).**
- **Password management, phishing, and secure use of IT systems.**
- **Reporting security incidents and potential data breaches within the organisation.**

Module 5: Data Retention and Minimisation

Participants will learn how to reduce data exposure by retaining only what is necessary and securely disposing of outdated information.

Key Topics:

- **Understanding company policies on data retention and minimisation.**
- **How to securely delete or archive personal data.**
- **Legal and business reasons for minimising data retention.**

Module 6: Data Breach Prevention and Reporting

Employees will learn how to identify potential risks and the steps to take when a data breach occurs, as well as how to report incidents internally.

Key Topics:

- **What constitutes a data breach?**
- **Reporting a breach: steps to take within the company.**
- **Preventative measures to avoid breaches in daily tasks.**
- **Incident response protocols: containment, notification, and remediation.**

Module 7: The Role of Employees in Data Protection

This module will highlight the vital role that all employees play in protecting personal data and creating a data-conscious culture in the workplace.

Key Topics:

- **The role of employees in maintaining data protection compliance.**
- **Practical tips for daily tasks involving personal data.**
- **How to foster a data-conscious culture within the team.**

Module 8: Information Security and IT Best Practices

In this module, employees will learn about the information security practices that help safeguard company data and prevent cyber-attacks.

Key Topics:

- **Secure use of company devices and networks.**
- **Recognising phishing attacks and other cyber threats.**
- **Using encryption and other technical security measures.**
- **Reporting suspected security issues.**

Module 9: Managing Third-Party Relationships

This module helps employees understand how to handle data shared with third parties, such as contractors or service providers.

Key Topics:

- **Identifying third parties that may process company data.**
- **Best practices for sharing data with external vendors.**
- **Ensuring third-party compliance with the company's data protection policies.**
- **Legal requirements for third-party data processing agreements.**

Module 10: Raising Awareness and Reporting Issues

This final module emphasises the importance of raising awareness of data protection within the organisation and reporting concerns.

Key Topics:

- **How to identify areas for improvement in data protection.**
- **Reporting data protection issues and incidents to management.**
- **Developing a continuous learning culture for data protection in the workplace.**

Course Features:

- **Expert Instructors:** The course is led by experienced data protection and information security professionals who understand the needs of businesses and the risks they face.
- **Interactive Learning:** Case studies, real-world examples, and practical applications are provided to help employees relate their learning to their roles within the company.
- **Company-Specific Focus:** The course is tailored to your company's policies, ensuring that all employees understand how to implement data protection in their daily tasks.



Why Choose This Programme?

This program equips employees with the knowledge and practical skills needed to handle personal data responsibly and securely, ensuring compliance with company policies and international legal standards. Employees will gain confidence in their ability to manage data securely and contribute to a data-conscious workplace culture.

Who Should Attend?

- Employees who handle personal data in any capacity (HR, IT, marketing, etc.).
- Managers and team leaders are responsible for overseeing data processing activities.
- Staff members responsible for data security and compliance.

By the end of this course, employees will:

- Understand the company's data protection policies and legal obligations.
- Be able to handle personal data securely and compliantly in their daily roles.
- Know how to recognise and report data security incidents.
- Contribute to the company's overall compliance efforts by fostering a culture of data protection.

This training program will provide your employees with the practical tools and knowledge needed to ensure that data protection becomes a core part of your organisation's operational culture.





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